

### 7.2.5 MEETING ROOMS

The meeting rooms of the Chemung County Library District are available for use by organizations engaged in educational, cultural, intellectual, or charitable activities. Private social gatherings such as birthday parties, baby showers, etc. are not permitted.

Meeting room reservations may be made for no more than 3 months in advance, and the meeting rooms may not be reserved into the indefinite future for repeated use.

Meetings shall be open and free of charge to the general public. No admission fees or donation collection is allowed. Any commercial intent or solicitation for profit or sales from the group, individual, or organization is prohibited.

However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs: Fund raising to benefit the library, Friends of the Library, or other Library-related groups. The sale of books, CDs, or other published items by authors or artists as part of a Library program may be allowed.

Priority is given to library staff for use of the rooms and equipment for library programs, continuing education or presentations. The Chemung County Library District reserves the right to deny the use of library meeting rooms.

Those using the meeting rooms must comply with the following rules.

- Meeting rooms are available from the time the library opens to 15 minutes prior to the library's closing
- Groups must provide a non-library contact number and/or email. The library cannot be the contact point for the group without prior approval from the Library Director.
- A responsible representative of the group must complete and sign the Meeting Room Registration form prior to use agreeing to abide by the policy.
- *Upon arrival, the applicant must check with library staff to gain access to the space and equipment and to ensure that the premises and/or equipment are in good condition.*
- Set-up is the sole responsibility of the group using the meeting room.
- In the large meeting room, coffee and light refreshments may be provided by the applicant organization. Serving meals, including but not limited to, pizza, sandwiches, salads, etc... must be approved in detail in advance of the event. Groups must hold proper food safety certificates. The library must be advised in advance. No alcoholic beverages may be served.
- There is no food or beverage allowed in the Small Meeting Room except by special permission given by the Library Director.
- Cleanup, including vacuuming the carpet and cleaning kitchen appliances, is the responsibility of the group.
- Trash cans must be emptied and trash must be taken out of the room before departure. Trash is the sole responsibility of the group using the meeting room.

- To use the small meeting room for private study on a drop-in basis, there must be no other parties booked in the room. Drop-ins wishing to use the room are required to have an ID or active library card in good standing.
- *Upon completion of the meeting the applicant must check with library staff to secure the space and equipment used and to ensure that the premises and/or equipment used are in as good a condition at the conclusion of the reservation.*

Failure to abide by the Library's Meeting Room rules may result in loss of the privilege to reserve and use meeting rooms, and may also result in the Library staff's immediate termination of such scheduled meeting and removal of such group from the library. In addition, fees will be assessed against the reserving party for failure to abide by Meeting Room Rules.

Library reserves the right to cancel a reservation in case of an emergency library closing. An attempt will be made to contact the group representative.

#### 4.3 MEETING ROOM EQUIPMENT

The large meeting room (auditorium) at the Steele Memorial Library is equipped with projection and sound capabilities. To check out equipment or use in the large meeting room, responsible party must have a library card in good standing. Equipment can be checked out by the card holder at the second floor information desk. Staff can assist with initial setup if needed, and can attempt to troubleshoot problems in the event of equipment failure.

There is no charge for use of this equipment, however, cost to replace or repair the equipment due to damage and for any missing accessories will be charged to the user. Malfunctions should be reported immediately to library staff.

Failure to abide by this policy may be cause for denial of future use of the equipment.

The Chemung County Library District does NOT provide laptops for use by outside organizations for any purpose.