

## Red Hook Public Library Meeting Room Policy

As an expression of its mission to connect people with information, ideas and experiences, the Red Hook Public Library provides meeting space. The primary purpose of this space is for library activities, including programs presented by library staff or other organizations affiliated with the library. When a meeting room is not being used for a library activity, the space will be available to the public for non-profit, civic, cultural or educational programs or meetings which are open to the public.

Red Hook Public Library supports and endorses the American Library Association's Library Bill of Rights, which states:

"Libraries which maintain meeting spaces, exhibit spaces or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

The fact that an organization is permitted to meet at the Library does not constitute an endorsement of the organization's beliefs by the Library, its staff, or its Board of Trustees.

All meetings and programs held at Red Hook Public Library must be open to the public and listed on the Library's Calendar of Events. Organizations conducting business meetings or presenting programs may wish to restrict or limit public comments during all or part of their meeting or programs. Any such restrictions should in no way interfere with the public's ability to attend, observe or listen to the program.

The Library can impose reasonable conditions for the use of its meeting rooms to ensure that public or private property is not damaged through use of its facilities, and to ensure that the safety, welfare and comfort of the public is not disturbed.

The following list of guidelines must be adhered to by any group using Red Hook Public Library's meeting rooms:

- The Library's meeting rooms are used for Library staff training, for Library programming, and for Library-sponsored events. Priority for meeting room use is given for these purposes.
- All group gatherings must be free and open to the general public.
- The Library reserves the right to collect fees for the use of its meeting rooms. The Library also may collect reasonable reimbursement for any additional costs or damage incurred for use of a meeting room.
- The Library reserves the right to refuse meeting room space to patrons with an outstanding Library bill.

- All applications are public documents and shall be available for inspection upon request at the Library's facilities.
- The Library cannot guarantee an open wifi internet connection in its meeting rooms. Direct connections to the Library's network are not available.
- Meeting rooms are available during the Library's regularly scheduled hours. All meetings must be completed fifteen (15) minutes before the library closes unless prior approval is given by the Director or their agent.
- Meeting room programs must not interfere with Library operations.
- Only the Library or approved collaborators of Red Hook Public Library may use meeting rooms for fundraising events.
- Any publicity, including brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and telephone number of the individual or organization sponsoring the meeting. Neither the name nor the address of the Library may be used as the official address or headquarters of an organization. The Library cannot be listed as the sponsoring organization for public relations purposes, but only as the "location site." The library telephone number may not appear on the publicity.
- Commercial use of Library meeting rooms is generally not allowed. However, a commercial entity or professional practitioner may use a library meeting room to provide a beneficial education program open to the general public related to his or her field of expertise. During such a program, no attempt may be made to sell a specific product or service offered by the entity or practitioner or any other commercial interest. The individual or organization may not solicit personal information (names, addresses, phone numbers, e-mail addresses etc.) from the program participants, during the program.
- Light refreshments may be served, but groups may not prepare food on library property without express permission from the Director or the Director's agent.
- Groups using meeting rooms are responsible for cleanup.
- No smoking or alcoholic beverages are allowed in the library or on library property without express permission of the Director or their agent.
- The Library assumes no liability for theft or damage to property brought onto library property or for injuries which occur as a result of actions of sponsors or participants in activities in meeting rooms.
- The Library reserves the right to attend any meetings held in its facilities (except lawful executive sessions of government bodies.)
- The first attendee(s) to arrive must check in at the circulation desk upon arrival.
- The library reserves the right to revoke permission previously granted if deemed appropriate either prior to or during an event, program or meeting.
- Rescheduling events: The Library staff will attempt to contact sponsoring organizations if the Library closes, forcing cancellation of a program. An attempt will be made to

reschedule, based on space available. It is the group's responsibility to ascertain that the Library has not opened for the day by calling and/or checking the Library's Web site.

- If it is necessary to cancel a meeting, the group is responsible for notifying participants and the Library as soon as possible. In case of inclement weather, the group is responsible for calling the Library to obtain a closing schedule, or checking the Library's Web site.
- The individual or group reserving the meeting room shall be responsible for any damage to or loss of library property. If library property is either damaged or lost, the Library Director shall obtain estimates for the repair of the damage or the cost of the replacement of the lost property. The individual or group will be responsible to pay that amount to the Library.
- Groups of children under the age of 16 and/or developmentally disabled adults attending a program, meeting, or event, must be supervised by one adult for every six children and/or developmentally disabled adults at all times.
- Parents or guardians of children (9 years old and younger) must be present at any meeting, program, or event which their child attends. This provision also applies to any adult who may bring the children of friends or relatives, etc. to a meeting, program or event.
- Submission of a meeting room request does not constitute approval. The applicant will be contacted by the Library Director or their agent if use of the room is approved. Permission to use the room does not constitute library endorsement of the user's policies or beliefs.
- Groups and organizations which use the Library meeting rooms shall arrange for and provide their own special equipment needs.
- The Library reserves the right to revoke or modify permission to use its meeting rooms, or to modify conditions imposed on the use of the rooms, in order to adapt to the operational needs of the Library or the priority needs of Library users cited in this policy. Applications may be denied on the basis of availability of space, frequency of use or requests for space by other groups and organizations, or for other reasons that are in conflict with the Library's Mission or Policies or with any regulations set forth in the Meeting Room Policy.
- An adult age 18 or older must sign the Library Meeting Room Application and be in attendance when the meeting room is in use. The person shall be responsible for the conduct of their group, payment of bills and protection of library property during the course of their meeting.
- Proof of Liability Insurance may be required.
- No group or organization can transfer use of the meeting room to another organization.

- Meeting room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Appeals to any of these policies may be submitted to the Board of Trustees in writing.
- The Director or their designated agent is responsible for approval of space use, the administration of this policy, and for establishing administrative procedures for its implementation.