

## **Starr Library**

### **MEETING ROOM POLICY AND GUIDELINES**

#### **Purpose**

In furtherance of its mission, Starr Library offers two meeting rooms for use by individuals, community groups, and organizations engaged in educational, cultural, or civic activities, when they are not in use for Library purposes. Starr Library endorses Article VI of the Library Bill of Rights which states, "Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Permission to use a meeting room does not imply library endorsement of the views, beliefs, goals, policies, or activities of any individual, group, or organization. The content of programs or meetings held in the meeting rooms by outside organizations has not necessarily been reviewed or approved by the Library, and organizations booking the rooms are solely responsible for such content.

This Meeting Room Policy establishes rules, regulations, and procedures for the use of the Library's meeting facilities. Use of Library meeting rooms by any group or individual signifies acceptance of the terms of this policy, and meeting room users are subject to all other rules and policies of the Library, including the [Patron Code of Conduct](#).

#### **Process for Reserving a Meeting Room**

1. Read and review the entire Meeting Room Use Policy and Guidelines.
2. Complete the [Room Reservation Request Form](#).
3. Once approved, confirm reservation with the Library Director or designee, and acknowledge that you have read, understand, and agree to abide by the Meeting Room Policy and Guidelines.

#### **Priority**

1. Use of the meeting rooms for Library-sponsored or co-sponsored events or meetings shall have priority over all other requests. Other meetings will be scheduled on a first-come, first-served basis. The Library reserves the right to cancel a reservation for Library purposes. The Library will make every effort to avoid cancellation.
2. Reservations by eligible non-profit or civic organizations take second-priority.
3. Reservations for room rentals by for-profit activities take third priority.

4. Non-reserved walk-in use by groups or individuals, based on availability, is the fourth priority.

### **Reservation Eligibility**

1. Community groups, non-profit organizations, and governmental entities wishing to reserve a meeting room must have headquarters in, or provide substantial services to, the citizens of the Town or Village of Rhinebeck. Documentation of service area and non-profit status may be required.
2. Meeting room reservations must be made for groups of no fewer than four (4). Meeting rooms may not be reserved in advance for use by individuals.
3. Rooms may not be reserved for social events such as birthday parties or for non-library-related fund-raisers.

### **Reservation Guidelines**

1. Reservations must be made by a person at least 18 years of age, who is an official representative of the eligible organization. If the meeting or event is for persons under the age of 18, an adult supervisor, over the age of 18, must be present at all times.
2. One-time reservations may be made up to 6 months in advance; with a minimum lead time of 48 hours (2 days).
3. Reservations for use of a meeting room may also be made on a regular schedule. Repeat reservations may be made for up to 3 months at a time, with no guarantees of future reservations. For daytime use (before 5pm), an organization may use rooms up to 24 times in a 12-month period. For evening and weekend use, up to 12 times in a 12-month period.
4. The Program Director is to be notified of any cancellation or meeting date changes within forty-eight (48) hours prior to the event. Failure to notify the Director may result in the organization not being able to use the space in the future.
5. Meetings must begin during Library hours.
6. On rare occasions, administrative approval may be granted for meetings to begin before the Library opens or end after the Library closes. Prior key arrangements must be made with the Library Director or designee.
7. The person who makes the reservation is also responsible for communicating logistical details and expectations to the people implementing the event, if not the same.

### **Room Use Fees**

1. Non-profit organizations: There is no reservation fee for non-profit organizations offering free events or holding meetings for which there is no cost to participate.
2. For-profit organizations: The room rate is \$35 for up to 4 hours or \$50 for more than 4 hours.
3. The Library reserves the right to charge a fee of \$25 per hour or fraction thereof for meetings outside regular hours.
4. Fees are subject to change.

### **Meeting Notice Guidelines**

1. All advertisements or announcements for outside events must clearly indicate the identity of and contact information for the sponsoring organization and, in no way imply the event is sponsored by the Library. Meeting room reservations will be listed publicly on the Library's online calendar as "Room Reserved" and contact details will be viewable by staff.
2. Neither the name nor address of Starr Library may be used as the official address or headquarters of an outside organization.
3. Unauthorized use of the Starr Library logo on promotional materials for non-library sponsored or co-sponsored events is prohibited.

### **General Room Use Guidelines**

1. Rooms may be used for educational, cultural, informational or governmental activities, which may include meetings, public lectures, panel discussions, workshops, or other similar functions.
2. Library personnel shall have free access to meeting rooms at all times.
3. Meetings must be conducted in such a way as not to disturb Library operations.
4. Maximum capacity is 35 people in each room.
5. Groups using the Community Room or Mary Frazer Room, rather than library staff, are responsible for setting up and cleaning up. Please allow time for these tasks:
  - Gather belongings and tidy surroundings (i.e. put away any used materials and throw away any trash).

- Please clean up trash and food waste, and do not leave any flyers, handouts, brochures, business cards, etc. behind.
  - Put away folding chairs in the large closet on the right.
  - Check bathrooms and turn off lights.
  - Broom/dustpan are in the custodial closet between bathrooms if needed
  - If using any technology or equipment (PA system, AV cart, extension cords, etc.) please make sure everything is accounted for and returned to storage.
  - Follow up with library staff to share attendance numbers and confirm that the room was left in an acceptable state.
  - Turn off all lights.
  - Make sure door to the outside is locked when leaving and return key (if borrowed) in envelope provided on the media side of the book drop.
3. All groups/individuals are responsible for any damage caused to Library property during meeting room use.
  4. Smoking on Library property is a violation of New York State law, and consuming alcoholic beverages on library property is prohibited for events/meetings held by outside groups.
  5. Open flames, burning incense, and lit candles are not allowed.
  6. Groups may provide refreshments at meetings and programs with permission from Library administration.
  7. Patrons may not use the Library phones unless there is an emergency.
  8. Permission to use Library meeting rooms may be withheld from groups that have failed to comply with the Meeting Room Policy and guidelines, the Patron Code of Conduct, or from any group that damages library property.
  9. The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies. Contact the library by phone or email to confirm any weather changes.

### **Walk-in Use Guidelines**

The Community Room and the Frazer Room, located on the lower level of the Library, are available for walk-in use by individuals or groups less than 3 people when not scheduled for use in advance by the Library or other eligible groups. To check on availability and to sign in, please go to the circulation desk.

Following are the guidelines for this service:

1. Walk-in users only. There is no sign-up in advance for this service, and rooms will not be held in response to a phone call.
2. Any person who is at least 14 years of age, or group that does not exceed the room's capacity may use a room.
3. Users are not guaranteed sole use of meeting rooms; these are not private rooms, but rather, they are shared spaces, and all meetings must be free and open to the public.
4. Reservations scheduled in advance will always have preference. Rooms should be vacated at least 15 minutes before a scheduled meeting or Library program.
5. In order to keep rooms reasonably available to all users, each group may be limited to two hours per day, subject to room availability.
6. We ask users not to break down chairs and tables, rearrange furniture, or set up equipment so the room will be ready for scheduled groups.
7. Rooms must be clean and all personal property and trash removed when users leave.
8. Walk-in users are not provided access to the audio/video equipment, or whiteboard markers.

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