

Hazeltine Public Library 891 Busti Sugargrove Road Jamestown, NY 14701	MEETING ROOM POLICY	Date: 03-19-2024 Page 1 of 2
---	----------------------------	-------------------------------------

The Hazeltine Public Library has two areas that are available for use by adult groups, or for children's groups with accompanying/supervising adult(s).

- An area within the main library building that is available year round
- Our Community Building that is available when adequate temperatures prevail (the building is not heated)

The primary usage of either meeting room is free general information and educational, cultural, and/or civic needs in accordance with the Library's mission and the American Library Association's "Library Bill of Rights." "Libraries that make exhibit spaces and 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." All programs are open to the public.

Permission to use a meeting room does not imply library endorsement of any group or organization's views, goals, policies, or activities. The content of programs held in the meeting rooms has not been reviewed or approved by the library, and the organization booking the room is solely responsible for such content. The Meeting rooms are unavailable for religious, political, partisan purposes or commercial concerns.

Meeting Room Regulations

- All library visitors are to follow the library's Code of Conduct, which can be found on the library's website. Any advertisements, social media, or handouts must state the event is not a program of, nor sponsored by, the Hazeltine Public Library.
- The maximum capacity is approximately 20 persons (each room).
- Tables and chairs will be provided and electrical outlets are located in each area. The contact person of the room is responsible for chair and table arrangement, and returning to original set up after the meeting. The meeting room must be emptied and cleaned 15 minutes before closing time to allow for locking up procedures.
- The contact person assumes responsibility for participant accommodations, clean up, and accepts liability to either damage to library facilities or loss of library property.
- Applications should be submitted at least 2 weeks before the needed date.
- The meeting room is available during library operating hours, or at the discretion of the Library Director.
- There is to be NO admission charge to any meeting held at the library.
- Smoking is NOT PERMITTED in any area of the library.
- A public restroom is located in the main building, and will not be accessible after library hours.
- Library staff will NOT be responsible for relaying telephone messages to people at meetings.
- The sale of merchandise (as an author visit) is up to the Library Director.
- Meetings must be conducted so as not to disturb library operations, and Library staff must have free access to meeting rooms at all times.
- Arrangements for the use of any library-owned equipment must be made in advance.
- The library cannot guarantee a time slot will be available to any individual or organization on an ongoing basis.

Hazeltine Public Library 891 Busti Sugargrove Road Jamestown, NY 14701	MEETING ROOM POLICY	Date: 03-19-2024 Page 2 of 2
---	----------------------------	-------------------------------------

The library reserves the right to reschedule confirmed meeting room reservations to accommodate Library-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options.

- Children and youth groups may use the meeting room, provided an adult supervises them. Adults are defined as those ages 18 and over. Adults are defined as those eligible for an adult library card.
- Light refreshments are allowed by approval by the Director, and cleaned up by the group.
- Failure to adhere to meeting room policies or regulations may result in revocation of meeting room privileges.

The availability of the meeting room(s) are on a first come, first serve basis. Reservations must be made by calling the library at 716-487-1281 (or in person). Name and phone number of contact person is required.

All groups looking to use the Meeting Room must submit a **Meeting Room Application** before the room is reserved. Applications are available at the library and on the library’s website. All use of the meeting room must be approved by the library director.

RESPONSIBILITY:

All staff members are responsible for compliance with this policy. The Executive Director or his/her designee is responsible for issues regarding banning and reinstatement.

History of Reviews/Revisions

Date	Reviewed/Revised
06-12-2013	Policy adopted
03-19-2024	Revised