

Maxwell Memorial Library Room Use Policy

The Maxwell Memorial Library maintains meeting room space and study rooms for use by not-for-profit community groups, associations, and agencies engaged in educational, cultural, intellectual, or civic meetings or activities of interest and/or benefit to the community. The meeting rooms are primarily for use of the library, and therefore the use of its facilities will always take precedence over any other use. Use of the library's meeting rooms is available to qualifying groups or individuals without regard to religious, political, or philosophical beliefs. Authorization to use meeting rooms does not constitute endorsement by the library staff or Board of Trustees of the beliefs or ideas expressed by organizations or individuals using the space. All meetings (except lawful executive sessions of governmental bodies) will be open to the public should anyone wish to attend (exceptions must be approved by the Library Director). Private parties, like birthdays or anniversaries, are not allowed. Duly constituted political groups may use the rooms, as long as the meeting is open to the entire public, but committees for the advancement of an individual's political campaign will be denied such use.

There are 3 spaces available for reservation.

Nilo Miori Community Room - holds 25 people maximum (but this depends on table configuration). It's only available on a case-by-case basis, and subject to approval by the Director or Library Assistant. Most library programming is held here, so it's rarely reservable.

M. Jane Maxwell Room (Local History) - holds 3 to 4 people. This room houses our local history collection, and has 1 round table with 4 chairs.

Green Study - holds 6 people. This room has 2 square tables and chairs.

Reservation Process

1. Please call the library directly at 315.672.3661 to make a reservation. Email reservations are not recommended. Reservations are first come, first served.
2. Reservations may be made up to 1 month (or 30 days) in advance (exceptions to this are Library Board meetings, Friends meetings, and library sanctioned programs).
3. Reservations are limited to 2 per week, but you may use the room on a walk-in basis if it's not currently in use. You may call ahead and ask.
4. Spaces may not be reserved for more than 3 hours in a day. Staff may allow longer use if available, but spaces may not be reserved for a specific amount of time beyond 3 hours. The library reserves the right to limit the time in the space by 1-hour increments based on demand. The library also reserves the right to ask individuals or groups to vacate the space at any time.
5. When reserving a space, you will be asked to provide this information: your name, organization or group, its non-profit or community status, what the room will be used for, a contact phone number and email, the date and time of use (include setup and cleanup), and expected attendance.
6. You must be 18 or older to reserve a space.

7. Double-booking (reserving multiple spaces for the same time and date) is not permitted without prior approval from the Director or designee. The Library will cancel all but one of the reservations without notice.

Parameters of Use

1. Rooms may not be used by commercial and/or for-profit organizations. You may not run a business or solicit any profit or sales. No fees, fundraising, donations, or collecting of money (including “free-will” donations) may be charged or solicited for any groups or programs. Exceptions to this are as follows:
 - a. At the discretion of library staff, individual tutors and their students may reserve a space (and may reserve a room more than 2 times a week). Interviews and/or security checks are also allowed.
 - b. Fundraising to benefit the Library and/or sponsored by the Library, Friends of the Library, or co-sponsored by the Library are permissible. It must be approved by the Library Board or Director in advance.
 - c. The sale of books, media, and other items by authors or artists as a part of a library program is allowed.
 - d. Library sponsored community programs may charge a nominal fee for materials. This is at the discretion of the Director or Library Board.
 - e. The Board or Director may, on an individual basis, approve non-monetary donations. Please see our Policy for Exhibits, Notices, Sales and Fundraising in the Library.
2. All events, meetings and programs must be free and will be open to the public (exceptions must be approved by the Library Director). Library staff will have unrestricted access to the rooms at all times.
3. No solicitation of personal information of participants may occur.
4. Library staff are not available to move or distribute equipment or materials brought by the organization, nor to set up a meeting room. They also are not available to operate the group’s audio-visual equipment, photocopy, fax, or scan, accept or make phone calls or take messages for the sponsoring organization or its participants or, contact attendees by e-mail, phone, or other methods at the request of the organization.
5. You must be 18 or older to reserve the room, and the person reserving must be present at all times. This representative is responsible for the conduct of the attendees, and ensures people are aware of emergency exits. The applicant is also responsible for participant accommodations (e.g., assistive listening devices, etc.) and compliance with the provisions of the Americans with Disabilities Act. The library staff will assist if asked.
6. Rooms are available 15 minutes after the Library is open, and all room use must be concluded 15 minutes prior to the Library closing.
7. The Library reserves the right to deny or revoke permission to any user or group whose planned use of the library’s meeting rooms is determined detrimental to the library’s operations, mission, and goals, or does not comply with this policy. All meeting participants must comply with all other Maxwell Library Policies and our Code of Conduct. Failure to do so will result in loss of use of the room, and

denial of future access to the space. Room use must not disrupt the use of the library by others, and groups or individuals causing a disruption will be asked to leave and may be denied future use.

8. Rooms may not be used for private parties, political campaigning, religious services, music rehearsals or practice (except in the instance of guest performers practicing before a library event), or non-library sponsored musical performances.
9. Public performances of copyrighted material such as music and movies usually require the permission of the copyright holder. The sponsoring organization is responsible for obtaining the required copyright permissions. The Library does acquire appropriate licenses for showing library sponsored movies.
10. Individuals or groups are responsible for communicating fully the scope of activities planned, including anticipated attendance and any impact their event might have on Library operations.
11. Alcohol, tobacco products, and open flames are prohibited throughout the Library building. Gambling is prohibited.
12. No group or individual may store personal items in any of the rooms. If you step out of the room during your scheduled time, the library is not responsible for any items left. The library is not responsible for any lost or stolen items.
13. Groups are responsible for room set up and configuration. Rooms must be left in the same condition in which they were found. Groups and/or individuals are responsible for cleaning the room and putting things back. Failure to do so will result in, at minimum, a \$25 cleaning fee, billable to the individual who scheduled the room use. The Library also reserves the right to deny future use of the room as a result of not doing so.
14. Food and non-alcoholic beverages may be consumed by groups only with the express knowledge and approval of the Director, the Library Board, or their designee. The group representative (person who made the reservation) is responsible for food allergies, spills, and mess clean up. If a spill happens, please inform the library staff immediately, so we may apply/provide cleaner.
15. Individuals using the space may have snacks and/or non-alcoholic beverages without permission. You are responsible for cleaning up after yourself, and may incur a minimum cleaning fee of \$25 for failure to do so.
16. Groups and individuals are responsible for any damage to library property, and the Library reserves the right to charge the responsible person for maintenance or repair service as necessary.
17. No furniture may be brought into a meeting space from other parts of the Library without permission.
18. The **M. Jane Maxwell Room (Local History)** room houses our local history collection. Please be aware that individuals doing research may enter this room at any time during your reservation.
19. The library assumes no responsibility or liability for accidents, or injuries in the rooms or elsewhere on Maxwell Memorial Library property.

Publicity

1. No publicity of any meeting or event in the Maxwell Memorial Library may be released until the reservation has been confirmed by Library staff.
2. The Library reserves the right to publicize any or all programs. However, this right does not obligate the Library to publicize an event or provide publicity for a group requesting the use of the meeting rooms. The Library also reserves the right to review all material distributed at meetings before the meeting occurs.
3. Meetings or events held in the Library may not be publicized in a manner that suggests Library sponsorship or affiliation.
4. Groups and organizations may not use the name, telephone number, or address of the Library for the official address or headquarters of their organization. Banners, literature, photographs, or signage may not be placed anywhere in the Library without the Director's or Library Board's permission.
5. All publicity for meetings and events held at the Library must state that attendees are required to pre-register for events to avoid attendance in excess of room capacity.
6. All publicity not sponsored by the Library or the Friends of the Library must include the following phrase as a disclaimer: "This program is neither sponsored by nor affiliated with Maxwell Memorial Library."
7. All press releases and other publicity items mentioning the Library must be approved in advance by the Director or designee in writing. Requests for approval should be submitted no less than one week in advance of publication, posting, or distribution.
8. The Library Director must be informed in advance if media coverage will be present.

Cancellation/Changes/Late Arrival

1. Cancellations may be made by calling 315-672-3661. Please do not cancel via an email. The Library requires cancellation with 24 hours' notice.
2. If you are more than 20 minutes late to use your scheduled room, and have failed to notify us, we reserve the right to reassign your room, or cancel your reservation.
3. Occasionally, it may be necessary for the library to change or cancel meeting room reservations. If changes or cancellations are necessary, the Library will provide the affected group with as much notice as possible.
4. The library reserves the right to re-assign or move groups to a room other than the one requested.
5. If the library needs to close because of a facility or weather-related emergency, every effort will be made to notify affected groups scheduled to use a meeting room. During adverse weather conditions, individuals/groups should check with the Library by calling 315-672-3661 or local media for closing information.
6. The library is not responsible for notifying group members of a cancellation or advertising a change in the meeting room schedule.

Please Note

Violation of these policies and procedures may result in denial of future access to Library meeting rooms. These policies are subject to change by Maxwell Memorial Library at any time, without prior notice. Current copies of these policies are available at the Circulation Desk or on the Library website: www.maxwellmemoriallibrary.org
Please inquire in advance about these and with any questions you have about room features and A/V. Trained library staff, when in the building and available, will provide basic assistance with library-owned equipment. If staff are not available, the library will provide simple written instructions for equipment use.

Adopted by the Maxwell Memorial Library Board of Trustees on: August 16th, 2021
Next revision date: August 2022

Printed name of person in attendance and responsible while room is in use

Signature of the above

Date

Intended use and estimated attendance

Email

Phone number

Organization name (if applicable)