

## **Ballston Spa Public Library Meeting Room Policy**

### **Programming:**

All programs shall be authorized and approved by the Director.

### **Meeting Rooms:**

Ballston Spa Public Library has three meeting rooms: the Program Room (capacity 45 people) the Alfred Z. Solomon Charitable Trust, Madcaps Reading Room (capacity 15 people) and the Local History Room (capacity 8 people). The meeting rooms are primarily for library-sponsored programs and activities. The meeting rooms are also available free of charge for Village of Ballston Spa government entities, public programs or private meetings by non-profit community groups, tutors, study groups, and individuals.

### **Procedures:**

- Anyone interested in room use should review this Meeting Room Policy on the library website prior to making a request for use.
- Adults may request room use via a form on the library website (preferred), or by email, phone, or in-person. Reservation requests must be approved by the Library Director and are considered in order of receipt and are based upon availability. Once use is approved, an agreement form must be filled out and signed by the requestor by the date of actual room use.
- Room use is generally only allowed during open library hours unless the Director approves use during closed hours.
- The library should be notified promptly if room use is no longer needed. The library reserves the right to cancel a reservation for library purposes. If the library is closed because of weather or an emergency, the meeting rooms are closed.

#### **A. Guidelines:**

Room use is intended for educational, cultural, informational, and civic activities:

- All community group programs and meetings shall be free and open to the public. Publicity for these events should clearly identify the hosting organization.
- With the exception of tutors, rooms may not be used for commercial/for-profit purposes such as investment seminars or sales/service demonstrations
- Except for events sponsored by the library or library-affiliated organizations, rooms may not be used for fundraising or political campaign events.
- The rooms are not available for private social functions such as weddings, birthday or anniversary parties.

#### **B. Facilities:**

- A representative of the group must notify library staff when they are done using a room so that the condition of the room can be checked.
- Users are responsible for setting up tables and chairs. Furniture should be returned to its original location, and the room should be clean.
- Library equipment may be used only with library permission. If equipment is needed, a request should be made directly to the Director in person, over the phone or through e-mail.

- Programs that involve the use of materials (paint, flame, etc.) that may damage the facility are not permitted without approval from the Director. Users are responsible for any damage caused.
- Arts and craft programs that involve **glue, paint, glitter, clay or any other liquid art products** are to be held in the Community Room only. Fiber based programs or events may use the Reading Room, Local History Room or Community Room.
- Refreshments are allowed in the Community Room, but **not** in the Reading Room and Local History Room. All refuse must be disposed of properly.
- No smoking, use of tobacco products, or alcohol is allowed on library premises.

#### **D. Supervision:**

- Activities for minors must be supervised by responsible adults.
- The applicant is responsible for the observance of all rules and for the conduct of attendees on the library premises.
- The Library may monitor meetings to ensure compliance with rules. The Library can cancel use of the room at any point for infringement of any rules.

#### **E. Disclaimer:**

The organization/individual using the room shall indemnify and hold the Ballston Spa Public Library and Board of Trustees harmless from any and all personal liability arising from the use of library facilities. The Library is not responsible for accidents, injury, or loss of individual property while the rooms are in use.

Meeting space is provided on an equitable basis, but does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space.