



# Room Use Policy

Manlius Library maintains meeting room space for use by non-profit community groups and makes its spaces available on equal terms to all qualified groups, subject to the regulations below. Please review the policies prior to reservation application.

- Library sponsored programs take priority over all room reservations. In the event of a conflict, the Library reserves the right to cancel room reservations with reasonable notice prior to a scheduled event. The contact person will be informed and efforts will be made to arrange alternate space.
- All room reservations require contact information for a responsible adult.
- Rooms may not be used by commercial and/or for-profit groups or organizations.
- All events, meetings and program must be free of charge. No fees, fundraising, donations, or collecting of money (including “free-will” donations) may be charged for any groups or programs. Rooms may not be used as call centers or for solicitation of any kind.
- Rooms may not be used for private parties or fundraisers.
- No political campaigning or distribution of political campaign or party/group related buttons, flyers, posters, etc. may occur.
- No personal information of participants may be collected.
- Room reservations for tele-health can be accommodated. Please let us know when making your room request.
- Neither the name nor address of Manlius Library may be used as the address or headquarters of any group or organization.
- Room reservations are limited to two (2) times per month per group or organization and may be scheduled up to three (3) months in advance. Once approved, rooms are available 15 minutes after the Library is open. All meetings must end 15 minutes prior to the Library closing.
- Groups are responsible for room set up and configuration of tables and chairs. This may require advance preparation by your group the day of the meeting.
- Groups are expected to leave the room clean and orderly; in the Story Time Room this includes return of furniture and equipment to original setup. Groups are responsible for damage to Library property, and the Library reserves the right to charge the responsible person a minimum of \$25 if extra housekeeping or maintenance service is necessary.
- Food, drink, and arts/craft materials may not be used directly on the Conference Room table. The library reserves the right to charge the responsible person if the table requires refinishing.
- Refreshments may be served only with prior approval of Library staff. No alcohol, tobacco or marijuana products, or illegal substances may be served or used in the Library.
- AV equipment training arrangements must be made prior to the event at a time convenient to the Library staff. DVDs, streaming video, and other AV materials are protected by copyright law, and, unless designated as public domain material or accompanied by Public Performance Rights, cannot be shown in any library space.

- The Library is not responsible for the security of items and cannot provide storage of material or equipment.
- Permission to use rooms does not constitute an endorsement by the Library of the group's positions or beliefs. The Library reserves the right to review all material distributed at meetings and to approve any signage to be displayed on Library property. Groups are responsible for their own publicity which should contain the following statement : "This event is not affiliated with or sponsored by Manlius Library".
- In the event of bad weather, or other emergency, the Library may close. Closing information will always be available on our website. A library staff member will make a reasonable attempt to contact the responsible party in the case of an unexpected closure.
- If the group needs to cancel the reservation, please notify the Library as soon as possible.
- Room reservation applications may be submitted online or at the Library's circulation desk. Application submission does not guarantee room reservation. Reservations made outside of library open hours may not be approved. Call the library during open hours to confirm room reservation status.
- Rooms are available on a first come, first served basis.
- All rooms must remain accessible by library staff at all times.
- Any exceptions must be approved by the Library Director.
- All persons using the meeting rooms are subject to all Library rules and regulations, including but not limited to the Library's Code of Conduct and Safe Child Policy. Groups may not be disruptive or impinge upon the enjoyment of the Library by others.
- Failure to comply with these rules may result in the suspension of a group's meeting room privileges.

*Approved by the Board of Trustees May 18, 2023*

## **Room Descriptions**

- **Community Room** is designated primarily for adult groups and programs. The room has a projector, screen, sound system, refrigerator, sink, and configurable tables/chairs. Additional AV equipment may be available upon request. The maximum capacity of the room is 54.
- **Conference Room** is designated for adult groups and programs. The room has a conference table with seating. Additional AV equipment may be available upon request. The maximum capacity of the room is 21.
- **Story Time Room** is designated for use primarily by children's groups and programs. The room has configurable tables/chairs and includes a refrigerator and sink. Additional AV equipment may be available upon request. The maximum capacity of the room is 71.