



Room Use Policy

Approved by Board: March 20, 2025

OVERVIEW

Manlius Library maintains meeting room space for use by groups engaged in educational, cultural, intellectual, charitable, community, advocacy, and civic activities. This use is subject to the regulations below. Please review the below policies prior to making a room reservation request. Failure to comply with these rules may result in the suspension of a group's meeting room privileges.

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 (over 18 years old), who will be held responsible for any damages to the space or other issues with the room reservation.

In accordance with federal, state, and local laws, meeting rooms are available to organizations and groups without regard to their religious, political, or philosophical beliefs. Use of the library's meeting rooms does not constitute library endorsement of viewpoints held or expressed by groups reserving library space or participants in external programs held at the library.

However, the following is prohibited by groups requesting use of library space:

- Hate groups or groups engaged in hate speech
 - The Library will follow the guidance of the American Library Association, the Anti-Defamation League, and the Southern Poverty Law Center to make such determinations. Additional factors and sources will be considered if necessary.
- Groups hosting events with the sole purpose of promoting or expressing religious or political ideology
- Private events such as corporate retreats or birthday parties
- Commercial use of library space, which includes solicitation, charging admission or other fees for entry or participation, money-raising activities including charitable fundraisers or requests for donations, and sales of items.
 - Exceptions will be made only for the sale of art by artists displayed in the library, or books or other relevant materials by local authors hosting a program at the library. Such sales must be conducted without direct involvement of Manlius Library or Library staff.

No personal information of participants may be collected as part of the event.

Groups are responsible for their own publicity. All events, meetings, or programs scheduled in this manner are not considered to be Library programs, and must indicate this on any promotional material with the following statement: "This event is not affiliated with or sponsored by Manlius Library."

By applying for the use of a Library meeting room, the applicant and organization agree to adhere to all policies stated herein and to the Manlius Library Patron Code of Conduct.



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RESERVING SPACE

All reservations are on a first-come, first-serve basis.

Reservations can be made online or at the Library's circulation desk. All efforts must be made by the groups to schedule their event on their own using the booking tool available on the Library's website. Application submission does not guarantee a room reservation. Reservations made within 24 hours of the start of the event may not be approved.

Reservations are available up to four (4) times a month per group (not per individual in the group). Reservations may be made up to three (3) months in advance of the day of the program, meeting, or event. For example, beginning on January 1, patrons can request to book events as far in advance as April 1. On January 2, patrons can request to book on April 2, and so on.

AV equipment training arrangements must be made prior to the event at a time convenient to 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. Groups are responsible for providing their own equipment to show slideshows or presentations unless prior arrangements have been made with Library staff.

APPROVAL, DENIAL, AND CANCELLATION OF RESERVATIONS

Approval of room reservations is subject to the needs of the Library and compliance with these policies.

The library may deny the meeting request if it is determined that:

- The purpose of the meeting is illegal, contains hate speech, or poses a potential security or health risk;
- The purpose of the meeting is for commercial, personal, or promotional purposes;
- The purpose of the meeting does not comply with library policies;
- The activities of the meeting interfere with the functioning of the library; or
- The applicant has repeatedly failed to comply with the library's Patron Code of Conduct, or been banned in the past.

Denial of room reservation requests may be contested by emailing the Manlius Library Director at mndirector@manliuslibrary.org. All exceptions to this policy must be approved by the Manlius Library Director.

In the event of bad weather or another emergency, the Library may close and all meetings will subsequently be canceled. 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 a group needs to cancel a reservation, please notify the library as soon as possible.



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Failure to show up for your event more than two times will result in a suspension of room use privileges.

DURING THE EVENT

All persons using space at the Library are subject to all Library rules and regulations, including but not limited to the Library's Code of Conduct and Safe Child and Vulnerable Adult Policy. If you are using a meeting room, any children under 10 years old must join you in that meeting room and may not be allowed into the main library areas without your supervision.

Open flames are not permitted anywhere within the Library for any reason with no exceptions.

All rooms must remain accessible by Library staff at all times. Generally, use of the library rooms is not considered private. However, under certain circumstances at the Library's discretion, a room may be designated as Private for the duration of the event. This will be denoted with a sign on the outside of the door. When an event has been designated as Private by the Library, only parties expressly invited to participate in the event may enter the room and the room is no longer considered public for the duration of the event. Events that fall under this umbrella include pro bono meetings with an attorney, telehealth appointments, events involving minors, and any event for which registration is required.

Groups may not be disruptive or impinge upon the enjoyment of the Library by others. If a group is determined to be disruptive in this way, they will receive one warning. If the behavior or conduct continues, it is at the discretion of Library staff to ask the group to leave Library premises.

Groups will not be able to have access to the Library prior to opening hours. All events must be concluded 15 minutes prior to closing.

Groups are responsible for the room set up and configuration of tables and chairs. All setup must be completed during the event reservation window, so please factor in set up and clean-up times into the room reservation times. For example, if your event is scheduled from 6-7pm, please reserve the room for 15-30 minutes before 6pm for setup, and for 15-30 minutes after 7pm to have enough clean-up time.

Groups are expected to leave the room clean and orderly. In the Story Time Room, this includes the return of furniture and equipment to the original setup. If significant cleaning is required or if the room, equipment, or furniture is damaged, the group may be responsible for the cost of cleaning, repair, or replacement.

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. No food, drink, or messy craft supplies (paint, glue, glitter, etc.) may be used directly on the Conference Room table without an appropriate cover. Coasters are provided on the table for water bottles and other drink containers in the



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Conference Room. Tablecloths are available for the Conference Room table at the Circulation Desk if you do intend to have food or messy craft supplies directly on the Conference Room Table.

The Library is not responsible for the security of items and cannot provide storage of material or equipment.

Groups are responsible for ensuring that attendance does not exceed the maximum allowed in each room so as to comply with fire code. The maximum number of attendees is described below.

ROOM DESCRIPTIONS

The **Community Room** is designed 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.

The **Conference Room** is designed for adult groups and programs. The room has a conference table with seating and additional chairs, as well as a TV on a rolling cart. Additional AV equipment may be available upon request. The maximum capacity of the room is 21.

The **Story Time Room** is designed for use primarily by children's groups and programs. The room has configurable tables/chairs and includes a refrigerator and sink. AV equipment may be available upon request. The Story Time Room has a regular configuration and must be returned to this configuration after the group is finished in the room. The maximum capacity of the room is 71.