

Meeting Room Policy

Adopted April 21, 2022

The Rockwell Falls Public Library allows the use of its meeting room for civic, cultural, charitable, and educational meetings and events. The meeting room is available to organizations wishing to hold programs for members only with the permission of the library director and approved by the board.

Our main priorities for the community room are:

- Library sponsored programs;
 - Programs presented by the library community partner organizations;
 - Non-profit neighborhood and community based groups, and non-commercial organizations serving the needs of the Hadley and Lake Luzerne community.
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- Meeting room may be used by political groups for informational meetings open to the public. The meeting room may not be used for direct campaign activities for individual candidates.
 - Meeting room is not available for private meetings or functions including parties or play groups.
 - Non-profit groups may not ask for contributions or take up collections at meetings held at the library.
 - For Profit meetings are scheduled at the discretion of the Library Director in conjunction with the Library Board of Trustees.
 - Use of the meeting room may be limited to a blocked time and can't exceed 4 hours.
 - Groups may not use the spaces outside of the meeting room without advanced approval from the library administration.
 - On allocation of the use of meetings rooms, the Board of Trustees and the Director may not discriminate on the basis of political or religious beliefs of groups; and further, the library does not advocate or support the viewpoints expressed during meetings.
 - Exceptions to this policy may be made at the discretion of the Library Director in consultation with the Board of Trustees.
 - Library staff have the right to cancel or reschedule meetings that conflict with library sponsored programs or events. If this occurs, the library will do its best to give advance notice.

Care and Safety:

- Groups using meeting rooms may arrange the available tables and chairs as they choose, provided that all pieces of furniture are returned to their original positions at the close of the meeting. Furniture may not be moved into or out of either of the meeting rooms.
- State law prohibits smoking or use of alcohol or illegal substances in public buildings.
- Due to safety, environmental and public health concerns, candles, open flames, incense, and similar items are not allowed.
- Groups are responsible for paying for the replacement or repair, at the library's discretion, or lost, stolen, or damaged equipment and furnishings.
- An appropriate number of adult sponsors must accompany groups of younger children.
- Attendance at events should be limited to the maximum seating capacity of the meeting room. Groups using the meeting spaces are in charge of maintaining egress and enforcing capacity limits.

Considerations:

- Groups shall, at their own expense, procure any license or permit necessary for the conduct of their meetings.
- Groups reserving meeting rooms assume full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the Americans with Disabilities Act.
- The name, address, and/or phone number of Rockwell Falls Public Library may not be used as the official address or headquarters of organizations using library meeting rooms. In issuing posters, press releases, or other publicity, groups should make clear that their programs are not sponsored, co-sponsored or approved by the library.
- The Town Rockwell Falls Public Library, its Board of Trustees, the Library Director, or employees assume no responsibility for the loss, theft, or damage of any property of any group, individual, or organization using library facilities.
- Groups using meeting rooms agree to indemnify and hold harmless the Town of Rockwell Falls Public Library and their employees, officers, agents, and representatives, from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person by a consequence or result of the use of the room, its furnishings, or its equipment.
- Groups using meeting rooms will periodically be requested to re-register with the library.