

# ONONDAGA FREE LIBRARY COMMUNITY ROOM POLICY

1. Onondaga Free Library's community room may be used by non-profit organizations, civic-oriented groups, or clubs for lawful activities. For-profit use is subject to approval of the Board of Trustees. One individual 18 years or older must be responsible for implementing the rules regulating the community room and signing the meeting room policy.
2. Patrons using the Community Room shall not engage in any illegal activity on library premises including, but not limited to:
  - Possessing, consuming, or being under the influence of alcohol or illegal substances.
  - Carrying weapons or firearms of any type is prohibited.
  - Patrons shall not smoke, vape, or use tobacco, tobacco products, cannabis, cannabis products, or e-cigarettes within 100 feet of library property or facility as per [Section 1399-O of New York's Public Health Law](#).
3.
  - Groups may use the community room more than once a month upon request to the Library Director, with approval of the Library Director and/or Board of Trustees.
  - Room reservations end 15 minutes prior to library closing time.
  - Due to parking capacity, community room use may be restricted at the discretion of the Director and/or the Board of Trustees.
  - **The community room cannot be reserved more than 30 days in advance. Please allow up to 2 business days for your request to be answered.**
  - The community room may be reserved for up to 3 hours per day. Requests for longer times must be approved by the Library Director or designee.
  - Up to 3 active reservations can be made by the same individual/group.
  - Room reservations will be cancelled 15 minutes after the reservation start time if individual/group has not arrived or notified the library of late arrival.
  - After 3 no call/no show reservations, new reservations made by same individual or group will be on a first come, first serve basis.
  - In the event of the library closing due to inclement weather or other emergency reason, all activities will be canceled.
4. The community room is available for programs only during regular library hours or upon arrangement with the Director and at the discretion of the Board of Trustees. The programs must not disrupt library users.
5. All programs must be open to the public. Therefore, events such as birthday parties, showers, reunions, business meetings or parties, organizational training, and other personal celebrations are not permitted.
6. Community Room capacity is limited to 30 people.

7. No publicity of any meeting or event in the library may be released until the reservation has been confirmed by the Director or designee in writing. 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. Meetings or events held in the library may not be publicized in a manner that suggests library sponsorship or affiliation. 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 permission.  
A \$50 refundable deposit is required when the kitchen is used or when food is brought into the community room. Organizations using the community room are responsible for setting up chairs, tables, and equipment as needed, and for restoring normal placement after meetings. Nothing may be hung on the walls nor may any covering be placed on the windows. A normal amount of cleanup and housekeeping is expected by users, and they will be accountable for any damage. The user of the room is responsible for trash and must take from the premises all trash that is brought, created, or left in the usage of the room.
8. Priority for use of the facility is as follows: 1) Onondaga Free Library events, 2) Onondaga Town government uses, 3) Not for profit groups in the Town of Onondaga, then other not for profits in the area, 4) Profit making organizations.
9. Fees for use by FOR PROFIT groups:
  - \$100 for 1-3 hours
  - Payment must be received 10 days prior to the event and fees are non-refundable.
10. Granting permission to use the library community room does not imply library endorsement of the aims, policies or activities of any group.
11. A representative of the organization requesting the use of a meeting room must, if booking online, acknowledge by checking the acknowledgement box. If booking in person or on the phone, a representative of the organization requesting the use of a meeting room must provide verbal acknowledgement. This acknowledgement represents acceptance of responsibility for all conditions listed above.

**Approved May 28, 2025**