

**ONONDAGA FREE LIBRARY  
SECOND FLOOR MEETING ROOMS POLICY**

1. Onondaga Free Library's small meeting rooms 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 meeting room and signing the meeting room policy.
  
2.
  - Up to 5 active reservations can be made by the same individual/group.
  - Room reservations end 15 minutes prior to library closing time.
  - Due to parking capacity, meeting room use may be restricted at the discretion of the Director and/or the Board of Trustees.
  - To facilitate scheduling, requests should be made for each use at least two weeks in advance. A room cannot be reserved more than 60 days in advance. Meeting rooms may be reserved for up to 3 hours per day. Requests for longer times must be approved by the Library Director or designee.
  - 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.
  
3. Meeting rooms are 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.
  
4. All programs must be open to the public. Therefore, events such as birthday parties, showers, reunions, business meetings or parties, organizational trainings, and other personal celebrations are not permitted.
  
5. 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.

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6. Organizations using meeting rooms 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. 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 refuse and must take from the premises all refuse that is brought, created, or left in the usage of the room.

7. 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.

8. No use of the library telephones is permitted.

9. Granting permission to use the library meeting room does not imply library endorsement of the aims, policies or activities of any group.

10. A representative of the organization requesting the use of the meeting room must sign below; this signature represents acceptance of responsibility for all conditions listed above.

SIGNATURE \_\_\_\_\_  
NAME (please print) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_  
ORGANIZATION (if applicable) \_\_\_\_\_  
DATE \_\_\_\_\_

**Approved 10/23/19**