

Northern Onondaga Public Library Community Room Policy

The Northern Onondaga Public Library meeting rooms are available to the community for use by groups for educational, cultural, civic, and community service meetings. The room is available for use by community groups and non-profit organizations only, regardless of the beliefs and affiliations of their individual members. Use of the room by groups and individuals shall be at the discretion of the Library Director and the Board of Trustees of the Library.

Meetings may not be used for:

- Sale or promotion of products or services, except in conjunction with a library sponsored program. Names of participants cannot be collected by program presenters for later financial gain.
- Partisan political activities, except for events such as candidates' night when all candidates representing different views or parties are invited by the library or independent civic organization.
- Purely social, commercial or fundraising functions unless sponsored by the library.
- Personal events, such as birthday parties, showers or family reunions, or for the benefit of a private individual.
- The rooms may not be used for profit making activities. Any use of a meeting room for classes or programs which entail a fee, tuition, or other charge or donation must have prior approval from the Director. Membership dues and/or registration fees covering the cost of materials are acceptable. Tickets may not be sold nor donations or free will offerings taken.

Library sponsored and co-sponsored programs shall have first priority in all cases. Rooms can be booked up to two months in advance, and reservations will be honored on a first come first served basis. Community groups are limited to one meeting room use a month (exceptions may be granted by the Library Director or Director designee). Reservations requests must be made by phone or in person.

On rare occasions the library may cancel a reservation in the event of a conflict with a library program. Notice of such cancellation will be given as soon as possible. Organizations must notify the library of any cancellation on their part as soon as possible. In the event of the library's closing due to inclement weather or other emergency reasons, all activities will be cancelled.

Meetings can only be held during the library's normal hours of operation and must be vacated 15 minutes prior to the library's closing time (exceptions may be granted by the Library Director or the Director designee). Occupancy limits are set by local fire departments and must be observed.

The room and equipment must be returned to the condition in which they were found, including returning tables and chairs to their original positions. Organizations are responsible for any damage to the room, equipment or its contents. If damage occurs or special cleaning is needed, an appropriate charge will be levied.

Adult supervision (18 years or older) is required for any group of minors. This requirement may be waived at the discretion of the Director.

Users should note that the library is a public building and all uses shall be non-exclusive, open to the general public (except lawful executive sessions of governmental bodies).

No smoking is permitted on library property. Alcoholic beverages are not permitted to be served by community groups in the meeting room.

The right of a group to meet in the public library does not constitute an endorsement of the group's policies or beliefs by the Northern Onondaga Public Library. Events or meetings of community groups may not be publicized in a manner that might suggest NOPL sponsorship or affiliation.

The library reserves the right to revoke permission to any user whose planned use of the meeting rooms does not comply with this policy. Violation of policies and procedures may result in denial of future access to the space.

Approved June 26, 2017