

# Public and Private Use of Meeting Room Policy

## Berlin Free Town Library

The meeting rooms of Berlin Free Town Library shall be made available to Berlin School District residents with a Berlin Free Town Library, Grafton Community Library, Petersburg Public Library, or Stephentown Memorial Library card. The meeting rooms are available without charge for use by local non-profit groups engaged in educational, cultural, intellectual, or charitable activities of interest and/or benefit to the community. The Library Director and the Board of Trustees reserve the right to approve or disapprove use of the meeting rooms.

Library-sponsored programs and meetings always have priority. The meeting rooms may not be reserved more than 60 days in advance. The rooms may not be used more than twice a month by the same group or individual. Exceptions may be made for the Berlin Central School District.

Permission to use the meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Meeting room use shall not be publicized in such a way as to imply Library sponsorship. All publicity is the responsibility of the group and must clearly identify the sponsoring organization.

All public meetings must be free and open to the public and adhere to the NYS Open Meeting Law. The Library is not a venue to hold private parties unless permission has been granted by the Library Director and the Board of Trustees. In this case both parties must complete the Berlin Free Town Library's Building Use Agreement.

No admission fee, other costs, or required donation shall be charged. Groups that normally collect dues or membership fees may use a meeting room as long as their meeting on Library premises is open to the public at no charge. A \$25.00 deposit is required and will be returned as long as the premises is returned to pre-use condition. Fundraising events are not permitted. However, at the discretion of the Library Director, the following will be allowed at Library-sponsored programs:

- Fundraising to benefit Berlin Free Town Library and or Berlin Central School District.
- The sale of books or materials by authors, artists, and presenters participating in a Library program.

Meeting rooms may not be used for commercial and/or for-profit purposes, including investment seminars, events designed to generate customers, sales/service demonstrations, programs by private for-profit health care representatives, etc. There shall be no distribution of literature, other than to program participants within the meeting room. All literature is subject to Library approval.

Smoking, alcohol, incense, or open flames are not permitted on the Library premises or the outdoor space. Fire codes must be observed at all times. Room occupancy may not exceed legal limits, and furniture and equipment may not block aisles and exits. Groups will be held responsible for any damages to Library premises or equipment and for loss of Library property.

The Library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the meeting rooms. The reserving party is responsible for leaving the room(s) in the same condition as it was when they arrived.

Failure to abide by these rules for meeting room use may be justification for denying the group further use of meeting rooms and may incur a monetary fee.

A certificate of insurance may be required for liability and/or loss at the discretion of the Board. A certificate of insurance (COI) is a document issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to organizational users of the library's meeting rooms.

All programs involving up to twenty minors must have at least two adult supervisors. For each additional ten minors, an additional adult is required. These supervisors must be acceptable to the Library Director or the Director's designee. Approved supervisors shall be held personally responsible for the conduct of the program and its participants.

Prompt notification to the Library of cancellation of a meeting is required and must be submitted in writing or by email to [director@bftl.org](mailto:director@bftl.org) within fourteen days. The group

leader is responsible for contacting the members/audience if the scheduled meeting or public program is to be cancelled.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Signature of reserving party

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