

Lyons Public Library Meeting Room Use Policy

The use of the meeting room in the Lyons Public Library is primarily for programs conducted or sponsored by the Library, and secondarily, for programs conducted or sponsored by Community groups and organizations whose aims are educational, cultural, and/or for civic betterment. **All meetings are free and open to the public.**

Booking the Meeting Room

* Applications are available at the circulation desk or online at <https://lyonspubliclibrary.org/policies>.

- * The signer of the meeting room application, who must be an adult (age 18+), is responsible for the orderly conduct of the group.
- * Young children accompanying adult users of the meeting room shall not be left unattended in the library.
- * The Library Director must approve use of the meeting room. If the Library Director is unavailable, a tentative booking will be written in the schedule if the room is available.
- * Tentative bookings may be placed over the phone, but an application must be submitted before confirmation.

General Rules of Use

1. Programs, which are planned by the library, receive first consideration in scheduling meeting room activities.
2. The meeting room is not available for religious, political, partisan purposes, or for the benefit of private individuals or commercial concerns.
3. No admission fees or donations are allowed.
4. No cooking may be done or food served without approval of the Library Director. No alcohol may be served. And smoking is not permitted.
5. Meeting rooms are available for use only during the Library's normal hours of operation, unless there is prior approval by the library director.
6. Each group is responsible for setting up the room for its needs.
7. The library must be notified promptly of any cancellations.
8. Programs should be planned so that meeting space will be vacated 10 minutes prior to closing time.
9. Except as a designation of location the name of the Library may not be used in any publicity relating to use of the meeting room.
10. The Library is not responsible for equipment, supplies, materials or other items used by the community group, or for personal belongings of those attending the meeting.
11. Each group is expected to be responsible for cleaning up after each use, for returning furniture to correct position, and for lost or damaged equipment. **If the room is not cleaned up, a \$25 fee will be charged to the group.**
12. You may not light candles or incense in the room.

13. Do not leave the coffee pots turned on and/or plugged in. Please empty the coffee pots and then dry them.
14. Make sure to turn off oven and burners if they have been used.
15. Wash up any dishes, pots, pans or utensils that have been used. Then dry them and put them away.
16. Clean sink, stove top, microwave, toaster oven, counters, tables and chairs if there are spills or marks left behind by crafts or food. You may use cleaning supplies under the sink.
17. Throw all trash in the two waste containers provided. Plastic, glass, metal cans, and regular paper can be placed in the grey recycling container by the refrigerator.
18. Remove all of your food items from the fridge.
19. Please put away any extra tables or chairs you may have set up before leaving. See diagram on side of refrigerator for the library's set up.
20. Vacuum the carpet if you have been doing crafts, if crumbs have dropped to the floor from food or there is debris from items brought in from the outside. The vacuum is in the closet where the tables are located.
21. The Library will provide audio-visual equipment and/or training on equipment if requested but such requests must be made at the same time as the meeting reservation. Materials are not to be attached to walls, windows, doors or furnishings except at the direction of authorized staff.
22. Meetings must be conducted in such a way as not to disturb library operations.
23. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
24. The number of persons attending meeting may not exceed limit set by Fire Code Regulations.
25. The applicant accepts liability for either damage to library facilities or loss of library property and liability of any claims for injuries or damage to persons and arising from the use of the premises by the organization.
26. Library personnel must have free access to the meeting room at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

Adopted: 12/18/2007, Revised – 12/17/2019
Board of Trustees
Lyons Public Library
Lyons, NY 14489