



# Meeting Rooms Policy

## Purpose

The primary purpose of the Batavia Public Library (“Library”) meeting rooms is to support library functions and provide programs, services, and opportunities in furtherance of the Library’s mission to create a welcoming place to gather, exchange ideas, and participate in cultural events.

## Eligibility

When not in use by the Library, the meeting rooms are available for use by groups and organizations serving the residents of the Batavia Public Library District for educational and cultural functions and must be open to the public. Anyone seeking to use one of the Library’s meeting rooms must be 18 years of age or older.

Meeting rooms are available free of charge on an equitable basis, regardless of the beliefs of the groups requesting their use. Permission to use library meeting rooms does not constitute in any way an endorsement by the Library of an organization or its activities, or the viewpoints expressed by the participants at any function.

## Reservations

Anyone interested in reserving a library meeting room must fill out a Meeting Room Application at least two business days in advance of the event. Reservations are accepted up to six (6) calendar months in advance and processed first come, first served. Groups or organizations may use a meeting room one (1) time a month. Limited series of weekly or daily functions may be scheduled at the discretion of the Executive Director. Submitting the application does not automatically mean that a meeting room has been reserved for use. Once the application has been received, a library staff member will contact the applicant to follow up with the application.

The applicant who reserves a meeting room for a group will be the contact person and is responsible for the meeting room. No individual or group may assign its reservation to another individual or group, and anyone who reserves a room must provide notice of cancellation at least 24 hours in advance.

## Rules & Regulations

- The Library reserves the right to terminate any room use that disrupts or interferes with normal library operations at all times, and any illegal activity or behavior that violates the Patron Conduct Policy is strictly prohibited.
- All users shall, at their own expense, procure any license or permit necessary to hold their meeting (if a license or permit is required for user’s use.)
- Meeting rooms are **not** available for private social functions such as parties, wedding events, reunions, and other similar types of events.
- Meeting rooms are **not** available for private business functions or events of a primarily commercial nature. Sales, advertising, solicitation, or promotion of products or services are not permitted.

- Meeting rooms are **not** available for partisan rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
- Meeting rooms are **not** available for religious worship services.
- Functions must be open to the public and attendance should not be restricted subject to occupancy limits set by the local Fire Marshall.
- Fundraising or donation solicitations, as well as entry and participation fees, are not permitted except for Friends of the Batavia Public Library and the Batavia Public Library Foundation events.
- Users may ask but not require personal information from program attendees
- Users must comply with the Americans with Disabilities Act (ADA) and are responsible for providing, and if necessary, paying for qualified interpreters or auxiliary aids, upon request, to individuals who require certain accommodations which would enable them to observe or participate in the function.
- The group or individual using a library meeting room must agree to indemnify and hold the Library harmless for any personal injury, lost or stolen articles, or damaged property owned by anyone using the library facilities.
- The Library is not responsible for the content of the assembly or speech during functions, programs or events held on its premises. The permission to use the Library's meeting room facilities does not constitute library endorsement of any business or commercial enterprise, or the philosophies, practices or viewpoints of presenters, participants, or attendees; nor does it constitute library sponsorship, promotion or endorsement of any political party, political position, candidate for public office, or referendum question.
- The Batavia Public Library reserves the right to refuse use of its meeting rooms for any program deemed unsuitable for the Library's facilities or incompatible with its mission and policies.
- The group or individual using a library meeting room shall not hold activities or disseminate materials urging support of or opposition to candidates for office in a particular election, or issues on the ballot.
- The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations and policies. The Board of Trustees or the Executive Director shall reserve the option to pre-empt or cancel any meeting or refuse meeting room rental.
- The Library reserves the right to cancel a meeting room rental if a conflict arises with a library-sponsored program or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the use in finding an alternate date.
- The Library is not responsible for items left unattended or forgotten.

If, on the advice of law enforcement officials, the Executive Director determines that a reasonable possibility of a threat to the safety of library staff, library users or members of the public might occur, based on prior experience of the group or speaker at this library or at other occasions where the group has held meetings which have been disruptive or had a potential for violence, the following shall be required:

- The individual or group reserving the meeting room shall be required to pay in advance by cashier's check the reasonably estimated cost of any special security measures needed to be taken for the meeting; and

- The individual or group reserving the meeting room shall obtain a special event liability policy for \$1,000,000.00 for injury or damage to property occurring at the meeting, program, or event.

## **Set-Up and Clean-Up**

Groups and individuals are responsible for leaving the facility and library equipment and property in order after use and for reimbursing the Library for any damage. Groups must transport their own supplies and equipment; no storage is provided. Groups may not exceed the stated capacity of each room.

## **Food and Refreshments**

Flyleaf Café has the exclusive right to sell, cater, and serve food and beverage items to groups or organizations using the Library meeting rooms, however, groups or organizations using library meeting rooms may provide their own modest snacks (home baked or purchased). Commercial caterers and/or delivery-based food providers are not allowed.

## **Publicity**

Publicity for functions held in the Library may not be displayed in such a manner as to suggest library sponsorship. **The following disclaimer must be included in all published and promotional materials about the event, including but not limited to social media posts: “The Batavia Public Library provides meeting space as a community service. The Library neither sponsors nor endorses this event, the speaker(s) or the organization.”** The Library will not publicize such events. Groups may not use the name or address of the Library as an official address or headquarters of an organization.

## **Non-compliance**

The Executive Director or designee reserves the right to rescind an organization or individual’s future room use if privileges are abused or if policies are not followed. The Executive Director or designee reserves the right to determine use of the rooms, assess fees for damage, and cancel or reschedule all arrangements, with or without cause or reason, and without liability.

## **Situations Not Covered**

Any situation not specifically covered in this statement of policy will be resolved by the Executive Director and may be reviewed by the Library Board of Trustees.