



## Meeting Rooms Use Policy

### GENERAL

1. The New Hartford Public Library (Library) is a community-funded and community-focused facility and is a place to bring members of the local area together for meetings, study and programs. The Library offers use of its meeting rooms to the public at no cost as schedules allow.
2. Permission to meet at the Library does not constitute endorsement of any group or individual nor of their programs by the Library Board of Trustees (Board) or staff. Implication that the group, individual or program is sponsored or endorsed by the Library, is not permitted.
3. The meeting rooms are not intended for use in wholesale or retail sale related activities, or for personal profit or aggrandizement. At the discretion of the director, meeting rooms may be used for paid tutoring at a fee approved by the Board.
4. Groups or individuals may not charge admission nor hold fund raising activities. At the discretion of the director, activities that enhance or advance educational purposes may be allowed.
5. The Library reserves the right to deny the use of the meeting rooms to any group or individual under the terms and conditions of this policy. If a group or individual feels that it has been unfairly denied use of a meeting room, it has the right to request a review of its application by the Board.
6. At the discretion of the director, should the activities in a meeting room cause a disturbance affecting other Library patrons, the occupants of the room may be asked to leave the room.
7. Although there is no charge for the use of the meeting rooms during regular Library hours, any donation to the Library for their use will be gratefully accepted.

### DESCRIPTION OF MEETING ROOMS

1. The Corasanti Meeting Room is upstairs and limited to seating 35 people or can be divided so that each half will accommodate 17 people. It contains folding tables and chairs.
2. The Sammon Meeting Room is downstairs and limited to seating 144 people or can be divided so that one half will accommodate 49 people and the other half will accommodate 63 people. It contains folding tables and chairs. If tables are used, the total seating will be less.
3. A small meeting room is upstairs; it will accommodate 9 people with a table and chairs.

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**2 Library Lane**  
**New Hartford, NY 13413**  
**Phone: (315) 733-1535**  
**FAX: (315) 733-0795**

4. Two tiny rooms are upstairs and configured for study; each will accommodate two people with a table and two chairs.

### AVAILABILITY

1. Use of the meeting rooms is available free of charge during regular Library hours.
3. No group or individual may acquire permanent rights to use of a room. Reservations may be made for only twelve(12) meetings at a time.
4. Individuals must vacate the rooms fifteen (15) minutes prior to the Library's closing time.
5. Some Library projection, sound or special lighting equipment may be available for programs. If used, Library staff will operate this equipment and a fee may be charged.
6. If a group or individual is unable to use the requested meeting room at the time reserved, notice of such should be given to the Library as soon as possible.

### SCHEDULING

1. Application forms for use of a meeting room must be filled out completely, signed by the applicant and submitted to the Director at least two weeks in advance of the requested date. Shorter notice may be accepted at the discretion of the Director. Application forms are available at the Library front desk. Verification of adhering to this policy will be required.
2. Confirmation of availability will be made by the Library staff as soon as practical.
3. The order of priority for scheduling rooms is: Library use, the Friends of the Library, groups or individuals from the Town of New Hartford and then others.
4. Groups and individuals are scheduled on a first-come first-served basis.
5. The Director reserves the right to reassign rooms if needed.
6. Groups and individuals publicizing its meetings (radio, tv, newspapers, et.) must send copies of **its** publicity to the Director for review ten(10) days prior to advertising.

### RESTRICTIONS AND RESPONSIBILITIES

1. No dining is permitted in the meeting rooms with the exception of light refreshments such as beverages, donuts, cookies, etc. There are no food preparation facilities. Arrangements can be made for use of Library coffeemakers; however, a fee may be charged.
2. The applicant is responsible for leaving the room and other used facilities in the same condition as found.

3. The applicant will be held financially responsible for damage to the meeting rooms or respective contents.
4. The Library is not responsible for any equipment, supplies or materials brought to the Library by a group or individual using the meeting rooms.
5. The Library is not responsible for any property or equipment left on the premises by the group or individual using the meeting room.
6. Adults who attend meetings are responsible for any children they bring. (See the policy on unattended children.)

Adopted: April 12, 2000 (as Multi-Purpose Room Use Policy)

Revised: June 18, 2008

Revised: September 22, 2010 (as Meeting Rooms Use Policy)

Revised: May 20, 2015