



Clifton Springs Library

4 Railroad Avenue

Clifton Springs, New York 14432

315-462-7371

www.cliftonspringslibrary.com

MEETING ROOM POLICY

The use of the meeting room at the Clifton Springs Library is primarily for programs conducted or sponsored by the library. Priority is also given to programs conducted or sponsored by community groups and non-for-profit organizations whose aims are educational, cultural, and/or for civic betterment. All groups looking to use the meeting room must submit a Meeting Room Application with payment (if applicable) before the room is reserved. Applications are available at the circulation desk and on our website.

General Rules of Use:

1. Library sponsored programs receive first consideration.
2. The meeting room may be reserved by outside groups no more than three (3) months in advance.
3. The meeting room is not available for political or partisan purposes, or for the benefit of private individuals or commercial concerns. Sale of merchandise (as in author events) is left to the discretion of the Director.
4. Fees for the use of the meeting room may be charged to groups. See Meeting Room Agreement for current rates.
5. The library should be notified promptly if a group must cancel. If an event is cancelled 14 or more days prior to the reservation, a full refund will be issued. If an event is cancelled less than 14 days prior to the date, a 50% refund will be issued. Refunds in the form of a check will be mailed 7-10 business days after the Director is notified of the cancellation.
6. No admission fee may be charged for entrance to an event in the meeting room. A sponsor of a meeting or program may request a fee that covers cost of materials furnished to participants.
7. Meeting rooms may be used before, during, and after library open hours. The Contact Person is responsible for cleaning up, locking the meeting room doors, and returning the keys.
8. Except as a designation of location, the name of the library may not be used in any publicity relating to use of meeting room.
9. The library is not responsible for personal belongings of those attending the meeting.

10. Refreshments may be served. Reservation includes the use of the kitchenette but does not include use of library-owned equipment, utensils, or supplies other than the refrigerator, when space permits.
11. Each group must clean up after each use according to Meeting Room Agreement, including sanitizing, stacking, and putting away all tables and chairs, vacuuming, and removing trash.
12. No smoking or consuming of alcoholic beverages permitted at any time.
13. Meetings must be conducted in such a way as not to disturb library operations.
14. Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises.
15. The Contact Person assumes responsibility for participant accommodations and specific articles of compliance as required by the Americans with Disabilities Act.
16. Arrangements for use of any library owned equipment must be made in advance. Equipment available: DVD player, laptop, projector, chart stand, and lectern.
17. Number of persons attending meeting may not exceed limit set by Fire Code Regulations.
18. The Contact Person 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.
19. The Director is authorized to deny permission to use the library rooms to any group that is disorderly or that has violated these regulations in the past.

Adopted 10/17/96 by Clifton Springs Library Board of Trustees

Reviewed 6/99

Amended 9/30/02 and 11/09

Amended 3/15/2018

Amended 3/18/2021

Amended 1/19/2023

Amended 9/21/2023

Reviewed 3/21/2024



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Meeting Room Agreement

Name of Organization: _____

Contact Person: _____

Reservation Date(s): _____ Time: _____

Address: _____

Email: _____ Phone: _____

Equipment Needed: _____

Rental fees: Non-library groups and private parties: \$10/hour

Not-for-profit youth groups: Free

Please make check payable to Clifton Springs Library

By signing the Meeting Room Agreement, you agree to:

1. Leave the parking spots closest the main library entrance open for library patrons.
2. Properly sanitize all tables and chairs with library approved sanitizer.
3. Stack all tables and chairs and put neatly in the closet before leaving.
4. Clean up all spills, vacuum the carpet, and take trash with you.
5. Unplug appliances and turn off all lights, including the restrooms and lobby area.

The fact that a group uses the library's meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs by the Clifton Springs Library.

Direct questions to: Phillip Trautman, Director, (315)462-7371, ptrautman@pls-net.org

I, as the Contact Person listed above, agree to adhere to Meeting Room Policy and the requirements in this Meeting Room Agreement. If the library is open when the program concludes, I will return the key to the Information Desk. If the library is closed, I will place the key in the outside book drop. If my group does not return the key, I will be charged for the cost of rekeying the meeting room.

Signature: _____ Date: _____

Fee paid: _____ Check: ____ Cash: ____ Credit: ____ Key #: ____ Staff initials: _____