



Mendon Public Library

Meeting Room Purpose and Policies

Statement of Purpose

Primary purpose of the room is to accommodate library-sponsored programs, including those of the Friends of the Mendon Public Library. The meeting room is a community asset, and the Board of Trustees invites use by area community groups when not in use for Library functions.

Policies

1. All meetings must be free and open to any member of the public.
2. No person's right to attend a meeting or program will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation, disability or membership or lack of membership in an organization.
3. All organizations/groups which are sponsoring activities/programs must comply with the Americans with Disabilities Act.
 - An interpreter for the hearing impaired must be provided upon request as required by the Americans with Disabilities Act. The cost and arrangements for the interpreter are the sole responsibility of the presenter(s) and not the library's.
4. Library functions will take priority for all uses of this room.
 - The library reserves the right to schedule and/or alter the meeting room schedule according to the library's needs. Every effort will be made to honor any prior commitment. Should a conflict of scheduling arise, the library can work with the organization to reschedule a mutually convenient time.
 - Although every effort will be made to avoid any cancellation, the library reserves the right to cancel an organization's reservation. Notification of cancellation will be given to the responsible member of the organization as far in advance as possible.
5. In general, the library allows groups to reserve meeting rooms on first-come, first-served basis, or (in the case of conflict) according to the following order of priority:
 - Library Programs and Meetings – which involves efforts of library staff, Library Board or Friends of the Mendon Public Library.
 - (Local) Government Meetings/Programs – official meeting or programs of the Town of Mendon or representatives of the U.S. or New York State Governmental agencies. Elected officials may use the meeting room for “office hours” to meet with constituents or speak on issues affecting Town of Mendon Residents, but such meetings may not be used for re-election purposes.
 - Meetings or Programs of Nonprofit Educational, Cultural, Civic or Social Organizations – open to the public. Priority will be given to Town of Mendon organizations.¹
 - Activities of For-Profit Organizations/Businesses – classes, workshops, and meetings, excluding activities that result in direct profit, promotion, sales solicitations, or requiring a fee to attend. Priority will be given to businesses based in the Town of Mendon.
6. Permission to use the room for non-library functions does not obligate the library for future use of same non-library functions.
7. Events sponsored by non-library groups will not be promoted by the library.
8. The use of the name, address or telephone number of the Mendon Public Library as the address or headquarters for any group or organization using the Library is prohibited. The library's name may be used

¹ A local organization/group is defined as more than 50% membership or attendees residing in the Town of Mendon.
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Approved by the Mendon Public Library Board of Trustees October 5, 2004

only in reference to location, not sponsorship. Groups may not give out the library's telephone number or invite potential attendees to contact the library.

9. Names of participants cannot be collected by program presenters for later financial gain.
10. Permission to use the room does not constitute endorsement or sponsorship of any program or event by the library.
11. The Library meeting rooms are for meetings or programs of an educational, informational, cultural or civic nature, primarily presented or co-sponsored by the Library or not-for-profit groups or agencies. For profit organizations with the restrictions noted in this policy may also apply for use of the Library meeting rooms.
12. Only Library-sponsored or co-sponsored meeting or programs may involve sale of items, fund raising activities or solicitation of donations.
13. Commercial and for-profit organizations may be asked to pay a fair and reasonable hourly fee for use of the room. No hourly fee will be charged for use of the room by not-for-profit groups or agencies; however donations to the library's gift fund are accepted with pleasure.
 - For-Profit organizations presenting educational seminars are subject to meeting room rental fees unless the program is being presented at the direct invitation of the Library, the Town of Mendon or its board or committees. Payment of such fees must be made at the time of filing the application.
14. Library staff may attend or observe any meeting or program at any time.
15. The meeting room will be unavailable when the library is closed; this includes closings due to inclement weather and other emergencies.
16. No meeting room application shall be deemed completed until the library staff receives a complete signed original application form.
17. The room may be reserved up to twelve months in advance. Failure to notify the library of cancellations may result in forfeiture of future reservations.
18. Frequency of meetings by non-library organizations may be limited at the discretion of the director.
19. Applicants are responsible for organizations adherence to attached General Rules of Use and Application Process.
20. The Board of Trustees (or its designated agent) reserves the right to make a final decision if questions arise concerning the use of the library and reserve the right, using its reasonable discretion, to withhold permission to use the meeting room based on the contents of the application form, the history of the groups use of meeting facilities elsewhere, past failures to observe the patron conduct policy or comply with meeting room policy and such other information as they may deem relevant.
21. All groups using any meeting room shall execute and deliver a form prescribed by the Board of Library Trustees by which such groups shall agree to hold the Board of Library Trustees, Library staff and the Town of Mendon harmless fro and indemnify them against all costs, damages, losses, claims and expenses incurred directly as a result of such group's use of a meeting room including any claim asserted by any third person on account of any alleged injury causally related to the meeting, together with defense costs and attorney fees.

These policies for public use of the meeting room have been approved by the Mendon Public Library Board of Trustees and will be administered by the library director or director's designee.

Application Process

The attached application form must be completed by an adult member (18 years or older) of requesting organization and made through the office of the Library Director, or its designee and is to be submitted at least one week but no more than twelve months prior to the date being requested. Applications submitted in less than one week in advance may be denied at the discretion of the director of the library.

The person signing the application assumes full responsibility on behalf of the group or organization. The library reserves the right to require organizations to present proof of insurance and /or non-profit status.

General Rules of Use

Entrance fees may not be charged nor any contributions solicited or received by a non-library-sponsored group. A fee may be charged to participants to cover the cost of materials for a seminar or class.

The meeting room has a maximum seating capacity of 45 persons.

Individuals and organizations using the meeting room will not be allowed to store equipment, supplies and personal effects in the room.

All groups must check in and meet with the circulation staff at the end of the meeting to check the room, return the key and record the number of participants at the meeting.

Adherence to the attached Patron Code of Conduct is required.

Smoking and/or use of alcoholic beverages are prohibited.

If children as defined in the Mendon Public Library Rules of Conduct are in attendance, at least one adult must be present for every eight children. Adult supervision must be in attendance at all times.

Light refreshments (coffee, tea, finger foods) are permissible. All trash resulting from the serving of refreshments must be removed by the organization.

The organization using the room is responsible for setting up and taking down tables and chairs and leaving the room in order. No custodial services are provided.

The meeting room may be used only when the library is open and must be totally vacated 15 minutes prior to the library's closing. (Mon – Thurs 8:45 p.m., Fri 4:45 p.m., Sat 3:45 p.m. during the school year)

The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities. The Library Director or director's designee will make the determination if a fee will be assessed.

The library is not responsible for lost, stolen or items left in any part of the building.

Keep all exits unlocked at all times. According to Town of Mendon Fire Code, open aisles must be maintained within the seating arrangement to provide clear access to exits. Lighted candles or flames, because of fire hazard, are not to be used within the meeting rooms.

The Mendon Public Library must be notified as soon as possible, but not later than two business days or any cancellations.

Failure to adhere to this policy and general rules may affect future reservation status.

Mendon Public Library

Application for Use of Meeting Room

This application must be submitted at least one week prior to the date requested. The application may be submitted up to twelve months in advance of the date requested but will not be processed until all library program dates have been set. Please retain a copy of the application and Meeting Room Purpose and Policies. Applications may be submitted in person or by mail to: Mendon Public Library, 15 Monroe Street, Honeoye Falls, NY 14472 Attn: Library Director

Name of Organization: _____

Purpose of Meeting: _____

50 or more of attendees will be Town of Mendon residents: Yes No

(to be used in determining room priority)

Date of Meeting: _____

Beginning and Ending Times of Meeting (Room must be put back in order and vacated 15 minutes prior to library closing) _____

Number of People Expected (not to exceed 4) _____

Contact Person for Organization _____

Address _____

Phone _____ E-mail _____

I have read and agree to abide by the regulations set forth in the Meeting Room Policy and Mendon Public Library Rules of Conduct and agree to assume full responsibility as outlined therein.

Signature _____

Date _____

Library Use Only

Date Application Received _____

Reviewed by _____

Approved _____ Denied _____

Date Meeting Room Policies and Code of Conduct sent to applicant _____

Contact Person Notified by: Mail _____ Phone _____ E-mail _____