

Greece Public Library Frear Conference Room Policy

The Greece Public Library makes available a meeting room (The Frear Conference Room) for use by non-profit and not for profit community groups when such space is not being used for library or town sponsored programming. The capacity of the room is 12 people. No fee is charged for the use of the room.

Frequency of meetings by community groups is limited to 1 time per week for 2 hours maximum per reservation. The meeting room may be reserved no more than 2 months in advance of the date requested.

The library endorses the principles adopted by the American Library Association in the Library Bill of Rights regarding meeting room use which state, "Libraries which maintain meeting rooms, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations." Authorization to use meeting rooms does not constitute an endorsement by the library of a group or organization's positions or beliefs.

Greece Public Library makes The Frear Conference Room (room capacity 12) available on equal terms to all qualified groups subject to the regulations below:

- All meetings must be free and open to the public.
- The meeting room may not be used for commercial and/or for-profit purposes.
- All groups must complete a Frear Conference Room application and check in at the library's Information Desk prior to accessing the meeting room.
- Programs may not disrupt the use of the library by others. All persons using the meeting room are subject to all library rules and regulations.
- Room set-up is small conference style; no alternate set-up can be accommodated.
- Light refreshments may be served.
- All groups using the meeting room are expected to leave it in a clean and orderly condition and are responsible for damage to library property. The library shall charge the group if housekeeping or maintenance service is necessary. The minimum charge will be \$25.
- The meeting room must be vacated 15 minutes prior to library closing.
- The library does not provide additional equipment or furnishings.
- The meeting room will be unavailable when the library is closed. Closings due to inclement weather or other emergencies are broadcast on radio station WHAM. Notification of other cancellations will be given to the responsible member of the organization as far in advance as possible.

Adopted by the Greece Public Library Board of Trustees 11-04-14

Application Procedure

An application form (below) must be completed by a member (18 years or older) of the requesting organization and is to be submitted no more than two months in advance of the date being requested. The person signing the application assumes full responsibility on behalf of the group or organization. An application must be completed for each date requested.

Greece Public Library Frear Conference Room Application

Name of Organization _____

Date room needed: _____

Time needed: From _____ To _____

Number of People Expected (12 people maximum) _____

Person Responsible:

Name _____

Address _____

Telephone Number _____

Email Address _____

I have read and agree to abide by the regulations set forth in the Conference Room Policy and agree to assume full responsibility as outlined therein.

Signature _____

Date _____

Staff Member _____

Date _____

Procedure implementation date 11-14-14