



## Meeting Room Policy

The use of the meeting room at Stevens Memorial Community Library is primarily for programs conducted or sponsored by the library. Priority will be given to programs conducted or sponsored by community groups and nonprofit organizations whose missions are educational, cultural and/or for civic betterment. All groups looking to use the meeting room must submit a Meeting Room Application to reserve the space. Reservations should be made as soon as possible and will be filled on first come, first served basis. 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 is not available for political or partisan purposes, or for the benefit of private individuals or commercial use. Sale of merchandise (i.e.: literary events) is at the discretion of the Director.
3. Number of individuals attending event may not exceed limit set by Fire Code Regulations. The capacity in the Reading Room is limited to ten. The capacity in other areas of the library may be limited. If you have a large group beyond 25-30, the library may not be able to accommodate it at this time.
4. Typically there will be no fees charged for meeting room use. Donations payable to Stevens Memorial Community Library greatly appreciated at any time.
5. The Library should be notified promptly if a group must cancel.
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 to participants.
7. Meeting spaces may only be used during library open hours. The main Contact Person is responsible for setting up before, and cleaning up after an event.
8. Other than as a designation of location, the name of the library may not be used in any publicity relating to the use of the meeting room.
9. The library will not be responsible for personal belongings of those attending a meeting or event.
10. Refreshments may be served at the responsibility of the group, including set up and clean up.

11. Tobacco use and vaping is not permitted on library grounds, inside or outside.
12. Events must be conducted in such a way as to not disturb regular library operations.
13. Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all events conducted on library premises.
14. The main Contact Person of the group assumes responsibility for participant accommodations and specific articles of compliance as required by the Americans with Disabilities Act.
15. Arrangements for use of any library owned equipment must be made well in advance of event. If assistance is needed in equipment set up, please make arrangements at time of reservation. Do not assume library personnel working at the time of event will be able to leave circulation desk to help.
16. The main 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 individuals arising from the use of the premises by the organization.
17. The Director is authorized to deny permission to use library meeting room and other spaces to any group that is disorderly, or has violated these regulations in the past.

[Click here to access the Meeting Room Agreement.](#)

Contact the library with any questions, or to inquire about room/space availability, at 585-591-2733 or email [atticalibrarydirector@owwl.org](mailto:atticalibrarydirector@owwl.org)

Adopted August 9, 2021 by Stevens Memorial Community Library Board of Trustees