

## **Use of Library Areas Policy**

Article six of the American Library Association Bill of Rights, which has been endorsed by the Cornelius Vanderbilt Whitney Long Lake Public Library, reads as follows:

Libraries which make exhibit space and areas available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Library area usage must be scheduled, when possible, a week in advance. Patrons will fill out a usage form to include dates, time, and group. Personnel using facility are responsible for room set up and clean up. Kitchen and library areas must be left as found or there will be a \$20 charge for cleaning.

The Cornelius Vanderbilt Whitney Long Lake Public Library maintains library areas which may be used by not-for-profit community groups and agencies for meetings. Use of these areas is subject to the following guidelines approved by the library board:

1. Area is available to groups with headquarters in, or that provide substantial services to the citizens of, the Long Lake Central School District.
2. Area may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.
3. All meetings and programs shall be free and open to the public – no admission may be charged or donations requested at the door by the organization requesting usage. Requiring charges for supplies, materials, handouts, study books, etc., is likewise prohibited.
4. Except for fundraising events sponsored by the library, Friends of the Library, or other organizations affiliated with the library, room may not be used for fund-raisers such as garage sales, bake sales, etc. It is permissible for authors and performers to sign and sell materials following a library-sponsored performance or presentation.
5. Area use does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings should not be publicized in a manner that suggests library sponsorship or affiliation.
6. The library's areas are not available for private functions such as weddings, birthday or anniversary parties or for individual use.
7. Areas may not be used for commercial and/or for profit purposes. This includes such programs as investment seminars, sales/service demonstrations, demonstrations by private for-profit health care practitioners, etc.
8. The library reserves the right to cancel a reservation for library purposes.
9. All groups are responsible for any damage caused to library property during use.
10. All groups are responsible for leaving areas in a clean and orderly condition.
11. When scheduled for use by minors, an adult supervisor must be present in the area at all times.
12. No alcoholic beverages may be consumed on library property.
13. No smoking is allowed on library premises.
14. The library encourages use of the library for diverse events and groups and seeks to give all eligible organizations an opportunity to use our services. For these reasons, no group may reserve a room more than 6 months in advance. All groups are encouraged to find other facilities for regularly scheduled meetings when possible. For daytime use, an organization may schedule room up to 24 times in a 12 month period. An organization may reserve room for evening and weekend use up to 12 times in a 12 month period.
15. Bookings must be made at least 48 hours in advance. Meetings must begin during library hours and be completed no later than 10 minutes before the library closes. On rare occasions,

administrative approval may be granted for meetings to begin before the library opens or end after the library closes for a fee of \$25.00 per hour or fraction thereof. Library staff must be present.

16. Neither the name nor address of the Cornelius Vanderbilt Whitney Long Lake Public Library may be used as the official address or headquarters of an organization. Publicity for events in the library should clearly identify the sponsoring organization.

*Adopted November 27, 2012*

*Rescinded March 28, 2013 when Reference Room was changed to Children's Room*

*Adopted August 18, 2015 with substitution of the words "Library Areas" in place of "Reference Room"*

*Revised July 17, 2018 to change the charge per hour from \$50.00 to \$25.00*