

BOSTON FREE LIBRARY  
P.O. Box 200  
9475 BOSTON STATE ROAD  
BOSTON, NY 14025

Community Library Meeting Rooms  
***RULES FOR USE***

Use of meeting rooms in community libraries is primarily for programs conducted or sponsored by the Library, and secondarily, for programs of established and recognized institutions, groups, and associations with educational, cultural or civic purposes. ***All meetings must be open to the public.***

Programs which are planned by the library take precedence over meetings of outside groups. The library reserves the right to pre-empt the use of meeting space for library purposes upon four (4) weeks notice to the organization which had requested that space.

As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group; however, in fairness to the numerous groups of the community, reservations are taken not more than three (3) months in advance.

No admission fee or required donation may be charged. A sponsor of a meeting or program may request a fee from participants only to the extent that such fee covers the cost of material furnished to participants. Such charges should not be construed as an admission fee, and attendance may not be limited to those individuals who pay the fee. No portion of any fee shall accrue to the benefit of an organization or individuals.

***APPLICATION:*** Formal application for the use of any meeting room is made with the head of the library. An individual responsible for the meeting must complete and sign an application form. Reconfirmation of the meeting must be made with the head of the library at least two weeks prior to the meeting. Cancellations or change of meeting dates also must be cleared with the head of the library.

***General Rules of Use***

1. Meeting rooms may not be used for religious services, sales promotion, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sales of merchandise is strictly prohibited.
2. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses or meetings closed to the public.
3. Except as a designation of location the name of the Library may not be used in any publicity relating to use of meeting rooms.
4. Meeting rooms are available for use only during the Library's normal hours of operation.

5. No cooking may be done or food served without the approval of the Library head. No alcohol may be served at any time. No smoking is permitted.
6. Programs should be planned so that meeting space will be vacated 15 minutes before closing time.
7. Meeting rooms must be left in acceptable, unlettered condition. Tables and chairs should be returned to the positions in which they were found.
8. No games of chance may be played.
9. Meetings must be conducted in such a way as not to disturb library operations.
10. No audio-visual equipment or operators will be provided by the Library.
11. Library personnel will not move or rearrange heavy equipment.
12. The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
13. The applicant accepts liability for either damage to library facilities or loss of library property.
14. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
15. 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 to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

*Meeting room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Appeals to any of these policies may be submitted to the Board of Trustees in writing.*

Approved April 14, 1993  
Updated June 6, 2017  
Boston Free Library Board of Trustees