



Town of Collins Public Library
Community Meeting Room Policy

For the purposes of this policy, **The Library or ToCPL refers to the Town of Collins Public Library;** Community Meeting Room covers the actual meeting room and any other Library property, inside and outside the building.

The Community Meeting room at the **ToCPL** is intended

1. for activities conducted or sponsored by the Library, and
2. for organizations engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community.

All meetings must be open to the public.

The meeting room may not be used for sales promotions, social meetings, or for the benefit of private individuals or commercial concerns.

No admission fee, other costs or required donation shall be charged.

No products, services, or memberships may be advertised, solicited, or sold. However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs:

1. Fund raising to benefit the Library and/or sponsored by the Library Foundation, Friends of the Library or other Library-related groups.
2. The sale of books, media, and other items by authors or artists as part of a Library program.

Permission to use a meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location the name of the Library may not be used in any publicity relating to use of meeting rooms.

MEETING ROOM APPLICATION INFORMATION

Formal application for the use of a meeting room is made with library management. An individual responsible for the meeting must complete and sign an application form. Library management must approve any cancellations or change of meeting dates. **Notify the library's designated contact person in the event the meeting is canceled. Failure to notify the library in a timely manner may result in the loss of facility use privileges.**

The transfer of use of facility space to another organization or group is prohibited.

The Library reserves the right to close due to adverse weather conditions, emergencies or other unanticipated closures, such as for repairs or construction. The Library will attempt to notify the organization's contact person.

Programs 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 two (2) weeks notice to the organization requesting that space.

In fairness to the numerous groups of the community, reservations may be limited in frequency and are taken not more than two (2) months in advance. The Library will not accept reservations for a series of more than 4 meetings at a time, nor will it allow any group to designate the Library as its regular meeting place place of business. Meetings are reserved on a first come, first served basis. The Library may charge fees for the use of its meeting room(s), for cleaning and/or security.

MEETING ROOM RULES OF USE

1. Meeting rooms are available for use only during the Library's normal hours and dates of operation.
2. Meetings must be conducted in such a way as not to disturb library operations. ~~The applicant is responsible for managing orderly behavior of all attendees. Adult (over the age of 18) supervision is required for any group of minors. Adult supervision is required for any group of minors.~~ The organization's contact person must be 18 years of age or over and be in attendance when the facility space is in use. That person shall be responsible for managing orderly behavior of all attendees, be responsible for payment of bills and for protection of ToCPL property in connection with the meeting;
3. Applicants and program participants are expected to conform to the Library's **Rules of Conduct**, copies of which are available on request.
4. Attendees must follow all health and safety protocols in place at the time of the event.
5. Applicant must accept liability for personal injury, damage to library facilities, and/or loss of library property arising from use of the facility space by the applicant organization, and hold harmless the Town of Collins Public Library for any and all liability which arises out of the use of use of the facility space (The Town of Collins Public Library assumes no responsibility whatsoever for personal injury to or loss of property by any member, affiliated person, guest, invitee, or licensee of the using organization or group, it's members, affiliated persons, guests, invitees, or licensees).
6. Adhere to maximum occupancy of facility space and inform attendees of the location of emergency exits and emergency evacuation paths; Maximum capacity of the Community Meeting Room is 92, however is subject to change based on health and safety requirements.
7. The Library staff are not in a position to assist organizations with their event.
8. Smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco products, or consumption of alcoholic beverages is not permitted. No refreshments may be food or beverages may be prepared or served without the approval of library management. Groups planning to use craft materials must receive special permission from Library management.
9. Programs should be planned so that meeting space will be vacated 15 minutes before closing time.

10. Meeting room must be left in orderly, uncluttered condition. Tables and chairs must be returned to the positions in which they were found.
11. No games of chance may be played.
12. The Library will provide no audio-visual equipment or operators.
13. The Library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests. Library personnel will not move or rearrange heavy equipment.
14. The applicant accepts liability for either damage to library facilities or loss of Library property. Additionally the Library shall not assume responsibility for the security of items brought into meetings. The Library will not provide storage of materials or equipment for an organization or group.
15. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The location of the Library may be publicized, but the Library telephone number may not be placed on publicity, as the Library is not a source of information concerning the event. Neither the name nor the address of the Library may be used as the official address or headquarters of an organization. No deliveries are to be made unless the sponsor is present to accept them.
16. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, interpreters, etc.) and specific articles of compliance as required by the Americans with Disabilities Act. The Library does not discriminate on the basis of disability in any of its programs and services, and organizations using the Library's meeting rooms are required to provide reasonable accommodations for persons with disabilities (e.g. assistive listening devices, interpreters, etc., when and if possible) as required by the Americans with Disabilities Act. The Library building and meeting room are both ADA accessible.
17. 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 its regulations. Violation of any of the Library's rules shall be grounds for denial of future use of meeting space. Meetings that are observed to be in violation of the Library policies will be terminated immediately and future use may be denied.
18. Political functions: The intent of the ToCPL Meeting Room Use Policy is to allow use of its facilities as a forum of public debate on public policy, while at the same time prohibiting use of its facilities for purely partisan political purposes. ToCPL facility spaces are "limited public fora." The ToCPL prohibits the use of its facility spaces for actions or events organized by a political campaign committee or other group that exists for the purpose of promoting, endorsing or opposing a candidate or a ballot or election issue. Use of a ToCPL facility at which candidates will discuss current ballot or election issues are permitted provided they are: (1) hosted by a non-partisan, non-profit organization (e.g. League of Women Voters), which is approved as such by the ToCPL and satisfies all requirements of the ToCPL, and (2) all candidates for the same office (or, in the case of a referendum, representatives of opposing views) have been invited to participate. Meetings or events held by elected officials or candidates for elected positions during the 30 days prior to any general, primary or special election or any applicable referendum shall be presumed to be for purely partisan political purposes unless the applicant demonstrates otherwise.

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in

writing, and will be reviewed at the next regular board meeting, whereupon the applicant will be made aware in writing of the discussion and decision.

*Reviewed and amended 12/03/2015; 5/10/2018; 12/12/2019; 12/2021.
For amendment 12/2023.*