

TOWN OF NORTH COLLINS PUBLIC LIBRARY

MEETING ROOM POLICY

For the purpose of this policy, “Meeting Room” covers the actual meeting room, the outdoor pavilion, and any other Library property, inside and outside of the building.

The Town of North Collins Library meeting room is intended for:

1. Activities conducted or sponsored by the Town of North Collins Public Library and its’ partners
2. Organizations engaged in educational, cultural, intellectual, social or charitable activities of interest and/or benefit to the community
3. For-profit businesses and groups in need of meeting and/or training space

All meetings must be open to the public. 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 Town of North Collins Library Director, the following will be permissible at library sponsored programs:

- Fund raising to benefit the library, the Library Foundation, Friends of the Library or other library related groups
- The sale of books, DVDs, CDs and other items by authors or artists as part of a library program

Permission to use a meeting room at the Town of North Collins Public Library does not constitute an endorsement by the library of a program or point of view expressed. The name of the library may not be used in any publicity relating to use of meeting rooms, except as a designation of location.

MEETING ROOM APPLICATION INFORMATION

Formal application for the use of the meeting room is made with library management. An individual responsible for the meeting must complete and sign an application form. Any cancellations or change of meeting dates must be approved by library management.

Programs planned by the library take precedence over meetings of outside groups. The Town of North Collins Public Library reserves the right to preempt 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 not taken more than three (3) months in advance. The Town of North Collins Public Library may charge fees for the use of its meeting room, for cleaning and/or for security.

MEETING ROOM RULES OF USE

1. Meeting rooms are available for use ONLY during the Town of North Collins Public Library's normal dates and hours 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 supervision is required for any group of minors. Applicants and program participants are expected to conform to the Town of North Collins Public Library Rules of Conduct, copies of which are available on request.
3. Smoking of any kind including smokeless electronic cigarettes and alcoholic beverages are not permitted. No refreshments may be served without the approval of library management.
4. The meeting space must be vacated at least 15 minutes prior to stated closing time.
5. Meeting rooms must be left in orderly, clean condition. Tables and chairs must be returned to the positions in which they were found. If additional cleaning is necessary, a cleaning fee may be imposed.
6. No games of chance may be played.
7. The Town of North Collins Public Library will provide no audio-visual operators. Audio-visual equipment may be available for use at the discretion of the Town of North Collins Library Director.
8. The Town of North Collins Public 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 or furniture.
9. The applicant accepts liability for personal injury, damage to library facilities, and/or loss of library property arising from using the meeting room, and hold harmless the Town of North Collins Public Library for any and all liability which arises out of the use of the meeting room. The Town of North Collins 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 group, its members, affiliated persons, guests, invitees or licensees.
10. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The location of the Town of North Collins Public 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 Town of North Collins Public 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.
 - A. The following disclaimer must be included in all publicity materials: ***The views expressed are solely those of the author/speaker/presenter and do not necessarily reflect the views of, and should not be attributed to, the Town of North Collins Public Library.***
 - B. A copy of all publicity materials must be submitted to the Town of North Collins Public Library together with the meeting room application. It is understood that deviation from the materials

submitted with the application could warrant the meeting being cancelled by the Town of North Collins Library Director.

11. 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. The Town of North Collins Public Library does not discriminate on the basis of disability in any of its programs and services, and organizations using the Town of North Collins Public Library's meeting room 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 may be able to assist with some accommodations if request are made at least five (5) working days in advance of the meeting.
12. Library personnel must have free access to the meeting room at all times. The Town of North Collins Public Library retains the right to monitor all meetings conducted on the premises to ensure compliance with its regulations. Violations of any of the "Meeting Room Rules of Use" shall be grounds for denial of future use of the meeting space.
13. The Town of North Collins Public Library Director must be notified beforehand of any plans to record, broadcast, livestream or televise the meeting or any portion of the meeting, including on social media.
14. Maximum capacity guidelines for meeting spaces must be followed.

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

Reviewed and amended: 09/03/2025

**TOWN OF NORTH COLLINS PUBLIC LIBRARY
MEETING ROOM APPLICATION**

Please complete all sections below

ORGANIZATION INFORMATION

Organization Name _____

Organization Address _____

Purpose of Organization _____

APPLICANT INFORMATION

Name and Title of Applicant _____

Address _____

Telephone Number _____ Email Address _____

MEETING INFORMATION

Date Requested _____

Day of Week _____

Time: From _____ to _____

Purpose of meeting _____

Expected attendance _____

I have read and understand the "Meeting Room Policy of the
Town of North Collins Public Library" and agree to abide by it.

Name

Date

Signature

Organization