

BETHLEHEM PUBLIC LIBRARY

MEETING ROOM POLICY

Policy adopted by Library Board of trustees January 13, 1997

Policy revised November 17, 1997

Policy revised March 12, 2001

Policy revised November 12, 2002

Policy revised April 11, 2005

Policy revised March 6, 2006

Policy revised January 11, 2010

The library's two public meeting rooms are reserved primarily for programs conducted or sponsored by the library, and secondarily for meetings of established and recognized institutions, groups and associations that serve residents of the Bethlehem Central School District. Meetings must be educational, cultural or civic in nature. Meetings must be open to the public.

Groups of 10 or more are given preference. Programs that 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 weeks notice. The library will make every effort to find alternative meeting space within the library should a conflict occur.

Reservations are self-requested via the library website. Groups needing assistance with this process may call the library information desk. Reservations should be made no less than 2 business days in advance. Groups are limited to one meeting per month.

General Rules of Use

1. 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 materials 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 individual.
2. Except as stated in #13 below, meeting rooms may not be used for partisan political presentations, sales promotions, social affairs, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services.
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 during the library's normal hours of operation. Meetings should not be scheduled for the first hour the library is open if extensive setup is necessary. Programs should be planned so that meeting space will be vacated promptly at closing time (9 p.m. or 5 p.m.). If a meeting extends beyond the library's usual closing time, the organization will be charged a \$25 penalty fee.
5. Meeting rooms and kitchen must be left clean and all trash put in receptacles. The library will charge a minimum of \$25 if extra custodial service is necessary. All food and beverages must be removed from the refrigerator.
6. Damage to library property during the course of a group meeting is the responsibility of the group.
7. The library cannot provide training or operators for audiovisual equipment.
8. Changes in room set-ups and equipment requirements must be submitted at least 48 hours in advance of the meeting.
9. The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to individuals using the meeting rooms.
10. An adult must be in attendance with groups whose members are under the age of 18.
11. 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 rules.
12. Pianos
 - The piano is tuned on a regular basis. Additional tuning must be arranged and paid for by the user and tuning time booked with the library.
 - The piano may not be used for casual playing or for outdoor performances.
 - No mechanical or electrical equipment may be attached to the piano.
13. Group Music Recitals

Teachers residing in the Bethlehem Central School District may reserve the Community Room for no more than two group music recitals per year. All general meeting room policies stated above will apply. A \$75 fee is charged to help defray the cost of tuning the piano. One reserved, supervised rehearsal session may be booked if space is available.

Infringement of any of these regulations shall be grounds for denial of future use of meeting space.