

Sidney Memorial Public Library	Section:
Manual Name: Library Policy Manual	Date Effective: 7/1/2022
Section: Meeting Room Use Policy	Date Approved/Revised: Approved Aug. 2000 Revised: 2/2004 (effective 7/2004); 11/2008; 6/2009; 5/ 2013; 6/2016; 9/2016; 6/2022

In keeping with the Sidney Memorial Public Library’s (SMPL) mission to offer welcoming spaces for our community, the Library encourages use of the meeting room by non-profit groups engaged in educational, cultural, intellectual, or charitable activities. In keeping with federal, state, and local laws, meeting rooms are available to organizations and groups without regard to their religious, political, or philosophical beliefs.

The use of the Library meeting room is at the sole discretion of the Library Board of Trustees and the Library Director. The Library reserves the right to refuse permission for room use or to cancel any previous permissions granted. All groups reserving the meeting area is subject to the SMPL conditions, rules and regulations, including our Patron Code of Conduct. SMPL reserves the right to deny room rental or cancel future reservations for groups/individuals in violation of these rules and regulations.

Please read this [Library Meeting Room Use Policy](#) before submitting your request to determine if your organization qualifies to use the Library’s meeting room. By applying for the use of a Library meeting room, the applicant and organization agree to adhere to all policies stated herein and to the Sidney Memorial Public Library [Patron Code of Conduct](#).

Meeting Area

Meeting area shall include the Fred and Irene Smart Community Room (125-person capacity), which can be divided into two meeting areas, as needed. The area is subject to the following regulations:

Who May Use Our Meeting Area

1. Community groups and organizations, except as described under “Fees & Charges” may utilize the Library meeting rooms. If there is a question about the group’s eligibility, the Director reserves the right to review any or all requests and may require sufficient time to gather further information before granting approval.
2. The meeting room may not be used for private parties; political campaigning; music rehearsals or practice (except in the instance of guest performers practicing before a library event), or non-library sponsored musical performances. The Piano is available for use with prior approval from the Library Director.

Application for Meeting Area Use

1. All applications for meeting area use **will be limited to twice each month** unless approved by the Director and must be made by an adult, age 18 or over.
2. Library-sponsored events shall have priority. The library reserves the right to cancel a booking for a library event at least two weeks in advance.
3. Recurring reservations for the meeting areas will be accepted, but for no more than three months at a time.

4. Rejected applications may be appealed to the Sidney Memorial Public Library Director (si.librarian@4cls.org). A final decision will be made by the Library Director with Board of Trustees approval.

Scheduling

1. The meeting area is available during library-staffed hours unless special arrangements are made. Meetings and setup for meetings can begin no earlier than one half hour before library opens. Meetings should end fifteen minutes before the library closes unless special arrangements are made.

2. Reservations are on a first come, first served basis.

Cost

Non-profit groups whose address resides in the Sidney School District and whose primary function is to serve the Sidney Community will not be required to pay a fee to use the Community Room. Non-profit organizations that reside outside the Sidney School District and for profit organizations should refer to the chart below for the cost to reserve the Smart Community Room.

Payment must be made one week prior to the event. Final approval of the room reservation will occur upon receipt of payment. This is a non-refundable fee unless the library must cancel due to weather conditions.

Meeting Space Pricing Guide
Verified Local (Sidney School District) Non-Profit & Community Organizations – There is no charge for local non-profits or Community Organizations.
Verified Non-Local Non-Profit Organizations - \$15 for the first hour, \$10 per hour beyond that.
For Profit & Private Event Pricing - \$25 for the first hour, \$15 per hour beyond that.
All reservations must be made in 1 hour increments. You must provide proof of non-profit status to receive the nonprofit rate.

2. The library reserves the right to assess a custodial charge subject to the nature of the program.

Fees & Charges

1. Donations, fundraising activities, and sale of merchandise or other items is only permitted for the Friends of the Libraries group or other nonprofit groups whose funds benefit the Library. The Library will not be responsible for collecting such charges or paying tax thereon. The Library Board of Trustees or its designee must approve all such fees and fundraising activities and sales in advance.

2. The Library may charge a fee for damage to library facilities and/or property.

3. The Library may not be used for soliciting contributions for any group or individual (except in the case of the Friends of the Libraries of Sidney Memorial Public Library). No services may be advertised or sold in the Library except to benefit the Library or the Friends of the Libraries. Solicitation is not allowed in the Library.

4. Authors and performers invited or permitted to appear at the Library wishing to sell their own authored books, tapes, compact discs, or other materials directly related to the presentation, may do so with advanced notice.

General Rules and Regulations

1. Groups, other than the library, using meeting areas may not charge admission fees, solicit non-charitable contributions, or take up collections; nor may there be selling or taking orders of any kind.
2. Attendees are asked to leave the closest parking spaces for library patrons. We ask that only half (18) of the spaces be occupied by meeting attendees. Parking is available in the municipal parking lot past the Laundromat on Bridge St.
3. It is the responsibility of the group/organization to insure compliance with the fire code restrictions as to meeting room occupancy limits.
4. Light refreshments may be served in the Smart Community Room. If the kitchenette is used, the group will be responsible for leaving it clean. Alcoholic beverages are not allowed in the building unless prior permission has been obtained from the Library Director with notification to the Library Board. A custodial charge may be charged to use the kitchenette.
5. Smoking and open flames (candles, lanterns, etc.) of any kind are not allowed in the building. The group using the area will be responsible for enforcing this regulation.
6. Groups are responsible for setting up the room for their meeting. Exits and entrances must be clear of furniture, bulletin boards and other material in accordance with fire laws. All furniture must be returned to their original spots after the meeting is over.
7. Lights above exit doors must always remain on in accordance with fire laws.
8. Any advertising (press releases, flyers, announcements, posters, etc.) must in no way imply library sponsorship. Banners, literature, photographs or signage may not be placed anywhere in the Library without the Director's permission.
9. The library will page individuals for emergency purposes only.
10. Groups using the meeting areas are expected to conduct their activities in a quiet and orderly manner and they must follow the Sidney Library Patron Code of Conduct.
11. Nothing may be attached to walls, doors or ceilings in the building.
12. No group has permission to use the Library's name, phone number, or address for any purpose related to their meeting or organization. The Library may not be used as a contact for any group.
13. In case of an emergency, library staff reserves the right to interrupt meetings to safely evacuate the building.

Equipment and Supplies

1. The following equipment is available to groups using the meeting areas. Please specify, in advance, the days/times when needed.

lectern	slide projector	overhead projector	laptop
projector stand	wipe-off board	TV-VCR and DVD	piano
projection screen	portable microphone system	LCD multimedia projector	

2. All users of the meeting rooms are to create their own signage to help attendees locate meetings.
3. Organizations are to bring their own pens, pencils, tape, etc.
4. Equipment, supplies, furniture or material of any kind belonging to any group or individual shall not be stored in the library building. The library assumes no responsibility for materials, etc. that are left on the premises.
5. The library is not responsible for the loss, theft or damage to any equipment or materials owned or rented by an organization or individual meeting in the library.

Closings/Cancellations

1. All groups should notify the library of any cancellations at least one week in advance. Three consecutive cancellations without notification to the library will result in suspension of user privileges for one year.
2. The library reserves the right to close the meeting areas for reasons beyond its control (inclement weather, power failure, etc.). The library will attempt to notify the responsible individual listed on the application form. Emergency library closings will also be announced on the local radio station and posted on the library Facebook page.
3. Library programs take precedence over all other uses of the meeting areas. If a library related program arises, which, in the judgment of the library director has priority, the library reserves the right to ask groups to choose an alternate meeting date.

Children's Groups

1. Children's groups may use the meeting areas provided that an adult sponsor fills out the application, and provided that the meeting is supervised by adult sponsors, at least one adult for every ten children, unless special permission is obtained from the library director.

Exiting Meeting Areas

1. Each group will be responsible for cleaning the meeting area after each use, returning furniture to the proper location, and replacing lost and/or damaged equipment. Any group not leaving an area in a neat and orderly condition shall be notified that a second offense will result in its being denied further use of the meeting areas. Costs for damage and restoration may be charged.

Policy Violations

1. Groups/organizations may be denied further use of the meeting areas and may be liable for any damages and expenses incurred by the library as a result of violations of any of the policies. Groups will be notified, in writing, of violations as they occur.

Granting permission to use the library facilities does not constitute an endorsement by the Board of Trustees or the library staff of the beliefs or ideas expressed by organizations or individuals using the space.

Approved by Board:

Effective: July 1, 2022