

Canaseraga Essential Club Free Library

Meeting Room Use Policy

Purpose

The Canaseraga Essential Club Free Library has designated meeting rooms that are available for use by community groups as a meeting or exhibition room. There is no fee for use of the rooms, however donations are graciously accepted.

Who May Use the Rooms

- Priority will be always given to regularly scheduled library activities.
- The policy of the library is to provide rooms for meetings on subjects of general interest.
- All meetings must be open to the public, and no admission may be charged.
- Size of the group must be limited to the capacity of the rooms. Groups must be conducted as not to interfere with normal library functions.
- Children's groups may be allowed use of the rooms provided that they are supervised by one or more adult sponsors.

Restrictions to Use

- The rooms are not available for religious, political, or partisan purposes, or for the benefit of private individuals or commercial concerns.
- In fairness to the numerous groups in the community, the library may not accept reservations for a series of meetings which would designate the library as the regular meeting place for any organization. Consideration will be on a case-by-case basis.
- The library director is authorized to deny permission for use of the library rooms to any group that is disorderly or objectionable in any way, or that violates this policy.

Reservations

- Reservations are on a first-come, first-serve basis, and must be made in person by submitting the *Application for Meeting Room Reservations* to the library director.
- Submission of application does not constitute approval. The applicant will be contacted by the library director or their agent if use of the room is approved. Permission to use the room does not constitute library endorsement of the user's policies or beliefs.
- The reservations will include the name of the organization, number of persons expected, and the name and phone number of the person responsible. The person signing the application must be over 21 years of age or older and be in attendance when the room is in use. This person shall be responsible for the conduct and for protection of library property in connection with the group use.
- No group may transfer use of rooms to another group.

Cancellations

- The library reserves the right to cancel any reservation.
- Cancellation of reservations for meetings is appreciated at least 5-7 days in advance.

Canaseraga Essential Club Free Library

- The library reserves the right to close the building in extremely bad weather or unforeseen emergencies. Inquiries regarding closing should be made by calling the library.

Rules for the Use of Meeting Rooms

- The meeting rooms are available for use during normal operating hours of the library, unless prior arrangements have been made with the Library Director and agreed upon by the Board of Trustees.
- The library will not provide personnel to assist in handling exhibits and/or other materials needed by groups using the meeting rooms.
- The library is not responsible for equipment, supplies, materials or other items owned by a community group and used by them in the library.
- The library does not provide storage space for any groups, unless approved by the Board of Trustees.
- Neither the name nor the address of the library may be used as the official name, address or headquarters of an organization.
- Light refreshments may be served. Alcohol may not be consumed on library property.
- All cleaning and removal of refreshments, materials, and/or decorations shall be done immediately after the event. All furniture must be left neat and orderly and returned to its original configuration. Any unusual cleaning problems or damage will be billed to the group.
- Smoking is not allowed.
- No pets, other than Helper Dogs, are allowed, unless it is a library sponsored program.
- Meeting attendees are requested to observe a noise level appropriate for the library environment during arrival and departure.
- There is no public telephone at the library; the library's telephone may be used by meeting attendees for essential or emergent calls only.

Approved by Board of Trustees 7/10/2013

Reviewed and updated 10/08/2025

Canaseraga Essential Club Free Library

Application for Meeting Room Reservations

Date _____

In the name of _____
(Organization Name)

Date and time of meeting _____

Title of meeting _____

Estimated length _____

Estimated attendance _____

Name of person responsible for meeting and application _____

Address _____

Phone _____

Purpose and function of the meeting _____

I am applying for the use of a meeting room in the Canaseraga Essential Club Free Library. I have read, understand and agree to comply with the **Meeting Room Use Policy**.

Room Requested:

☐ 1st Floor Community Meeting Room ☐ 1st Floor Stain Glass Meeting Room

☐ 2nd Floor Young Children's Room ☐ 2nd Floor Adult Room ☐ 2nd Floor Meeting Room

Signature _____ Print _____

Date _____

For Library Use Only

Application received by _____ Date _____

☐ APPROVED, Date _____

☐ NOT APPROVED, Date _____

REASON _____

Approved by Board of Trustees 7/10/2013

Reviewed and updated 10/08/2025