

**Honeoye Public Library
8708 Main Street
Honeoye, NY 14471**

Meeting Room Policy

1. Purpose

The primary purpose of the meeting spaces at the Honeoye Public Library ("library") is for programs, classes, meetings, and events conducted or sponsored by the library to benefit the library community.

Priority may also be given to programs or events conducted or sponsored by community groups and non-for-profit organizations whose aims are educational, cultural, and/or civic.

2. Outside Groups

Library space may be made available to outside groups not listed above. All outside groups looking to utilize library space must contact the library to provide event and contact details in order to reserve the space.

In addition, outside groups agree to the following:

- Library sponsored programs receive first consideration of date and time.
- The library should be notified promptly if a group must cancel.
- The library facility is not available for religious, political, or partisan purposes or for the benefit of private individuals or commercial concerns.
- No admission fee may be charged for entrance to an event in the meeting room, unless otherwise provided by the library's Board of Trustees. A sponsor of a meeting or program may request a fee that covers the cost of program operation to participants. That organization is responsible for the collection of any fee they choose to charge. The library will not handle the collection of cash, checks, or any other form of payment for any organization utilizing the space.

- Except as a designation of location, the name of the library may not be used in any publicity relating to use of the library facilities.
- Meetings must be conducted in such a way as not to disturb library operations.
- Library staff must have free access to meeting rooms at all times.
- The library retains the right to monitor all meetings conducted on the premises.
- Any youth group containing children younger than 12 that is utilizing the space must be under constant supervision of an accompanying adult.
- Arrangements for use of any library owned equipment must be made in advance.
- Number of persons must not exceed the posted capacity limit set by Fire Code Regulations.
- The library is not responsible for personal belongings of those attending the meeting.
- The Contact Person is responsible for returning space to its original configuration and orderliness and check-in with library staff before departing. Including cleaning up and removing all trash associated with the room use, including plastic bottles, glass, and paper refuse.
- The group may offer refreshments and/or nonalcoholic beverages. The library is not responsible for providing these items or serving products.
- Smoking, candles, matches and anything flammable are not allowed.
- Posters, etc. should not be hung on the walls.
- The Contact Person accepts liability for either damage to library facility or loss of library property and liability of any claims for injuries or damage to persons and arising from the use of the premises by the organization.

- Groups using library facilities and their attendees must abide by the policies of the library, including but not limited to the Code of Conduct Policy, Non-Harassment/Non-Discrimination Policy, and Tobacco Use Policy.
- The Director is authorized to deny permission to use library space to any group that is disorderly or that has violated these regulations or library policies in the past.
- Use of library space by any group shall not constitute endorsement of that group, its beliefs or activities in any form by the library, its Board of Trustees, or staff. The Director oversees the library facility under the authority of the Board of Trustees. Decisions regarding library space use by outside groups will be made at the discretion of the Director in the best interest of the Honeoye Public Library and the community.
- Please remember that the animal displays are fragile and should never be touched.
- While the library does not charge for the use of the Meeting Room, donations are greatly appreciated for the up-keep and cleaning of the space.

3. Ongoing Use Evaluation

The Meeting Room Policy will be periodically evaluated in relation to the mission of the Honeoye Public Library by the Director and Board of Trustees. The Director and Board of Trustees may update or modify this policy as needed.

Questions or concerns regarding the Honeoye Public Library or this policy should be forwarded to the Director.

9/2020

Updated 6/2025