

## Facility Use Policy

### **Purpose:**

The James Prendergast Library Association (JPLA) provides meeting room space, study rooms, and facility event rentals for individuals, community groups, associations, and agencies. The Facility Use Policy describes the different types of room use provided by the library and the rules and regulations that apply to the community's use of those rooms.

JPLA welcomes the public use of its facilities and meeting rooms in keeping with the library's mission of "empowering lifelong learning." Permission granted to use the library facilities in no way constitutes endorsement by JPLA of the policies or beliefs of any group, individual, or organization.

### **General Rules and Regulations:**

Below are general rules and guidelines that apply to all room reservations.

1. Use of JPLA's facility may be prohibited or terminated at any time if the group or individual conduct interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.
2. JPLA's policies apply to all people on library property. JPLA may withdraw permission to reserve rooms from groups or individuals who have failed to comply with the Facility Use Policy, Rules of Conduct Policy, or any other library policy. JPLA policies are available on the [website](#) or at the public service desks.
3. Groups and individuals who use meeting rooms or study rooms are library guests, and their use of the space should reflect that understanding. Areas designated as staff-only areas are for JPLA staff and volunteers only.
4. JPLA's name and address may not be used as the address or headquarters of a group, organization, or individual making a reservation.
5. JPLA cannot create or display wayfinding signage for room reservations, hand out flyers, provide printed information about room reservations at public desks, or promote programs or events in Library marketing materials.
6. All groups or individuals using the rooms will leave the facilities clean and orderly and are responsible for any damage to library property that occurred during the room reservation.
7. JPLA will charge a cleaning fee for a reservation if they request to serve shared food and drinks during a room reservation.
8. Room reservations may start at or after 9:15 am Monday-Friday and 10:15 am on Saturdays, and the reservation must end (15) minutes before closing, 6:45 pm Monday-Friday and 3:45 pm Saturdays to give staff sufficient time to open and close the building.
9. Room reservations are only permitted during the Library's open hours.

10. An authorized representative of the group reserving the room must remain on the premises throughout the period for which it is reserved or until the meeting or event ends.
11. JPLA will not assume responsibility for the security of items in the room during a reservation or provide storage of materials or equipment for a reservation using the room.
12. Alcohol and tobacco use are not prohibited on library grounds. The *New York State Clean Indoor Air Act (CIAA)* prohibits smoking and vaping within 100 feet of entrances, exits, or outdoor areas of public libraries.
13. Rooms must be reserved by an adult (18 years or older). Persons bringing children thirteen (13) and under to reservations must assume responsibility for their care and behavior. Young Adults, age fourteen (14) or older, may reserve study rooms at the discretion of Library Management.
14. Reservation cancellations should be made as early as possible to allow others to use the room. Failure to notify JPLA of a cancellation may jeopardize future reservations.
15. At the library management's discretion, JPLA programs and events may be exempt from some of the above regulations.

#### **Meeting Room Use:**

The James Prendergast Library Association (JPLA) provides and maintains two public meeting rooms: **The Fireplace and the Community Room**. The library upholds the *American Library Association's Library Bill of Rights*, including the statement, "Libraries which make meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." JPLA's meeting rooms are available on equal terms to all nonprofit groups and organizations subject to the Meeting Room regulations below:

1. Any individual or group that reserves a meeting space must assume legal responsibility for all related event activities in the library.
2. All meetings in designated Meeting Rooms must be free and open to the public, and no fees, dues, or donations may be charged or solicited for any program.
3. Meeting rooms may not be used for commercial and for-profit purposes.
4. Meeting rooms are free to reserve with the understanding the meetings, programs, and events will be open to the public.
5. Meeting Room reservations are treated as **limited public forums**; therefore, any individual who wants to attend the program may do so. Children thirteen (13) or under must be supervised by an adult caregiver while attending a meeting room program.
6. If an organization holds a program requiring registration, the registration must be free and open to the public (i.e., workshops or seminars).
7. If an organization has held free and open-to-the-public registration, they may limit attendance based on registration status.

8. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room.
9. Nonprofit agencies holding meetings closed to the public may be approved to reserve a room through JPLA's Special Event Rental Application.
10. All users must comply with the provisions of the Americans with Disabilities Act, which requires that a meeting or materials at a meeting be provided in an accessible format when requested.
11. JPLA's *Food and Drink Policy* applies to all meeting room use. Library staff must give special permission if a group wants to serve shared food and drinks. A cleaning fee is required for shared food and drink use in a meeting room. Please see the cleaning fee information on the Meeting Room Application.

### **Study Room Use**

JPLA has five (5) study room spaces for library users: the Conference Room, Computer Lab, Study Pod, Makerspace, and Literacy Center. All study room use is subject to the regulations below:

1. Study rooms are available on a first-come, first-served basis.
2. Study rooms are for individual and small-group educational use only and may not be used for public forums or events.
3. JPLA reserves the right to limit time in a study room by two-hour (2-hour) increments based on demand.
4. Study Rooms may be reserved up to two (2) weeks in advance. Library Management may approve ongoing reservations for individuals or groups.
5. Individuals or organizations must use a library card to reserve and use the study rooms. If a library card is unavailable, the organization or individual may reserve the study room using a "guest library card." Please see the information on using a "guest library card" on the Study Room Reservation Form.
6. JPLA's *Food and Drink Policy* applies to all study room use. Library staff must give special permission if a group would like to serve shared refreshments. Please see the cleaning fee information on the Study Room Reservation Form.
7. Study rooms may not be used for commercial and for-profit purposes.
8. JPLA reserves the right to change or cancel any study room reservation due to library programming or building needs or may reassign rooms based on the group size or need.
9. JPLA does not guarantee staff assistance during study room use to modify the room arrangement or assist in setting up personal equipment or technology. Individuals or groups should not move study room furniture. If special room setup needs are required, prior permission is needed from Library Management.

### **Special Event Rentals**

JPLA or community nonprofit organizations primarily use Library spaces for public programming. We are

pleased to offer the public the opportunity to rent spaces for private events when available. The Library may rent out the Community Room and Fireplace Room for special events to individuals or organizations for a set donation fee. A private social event includes, but is not limited to, parties, showers, receptions, other celebrations, and any event closed to the public.

**Library programs and public meeting room reservations take priority over all rental use.** Individuals or organizations may only rent the Community and Fireplace Rooms for special events. All event fees support the library’s services and programs.

1. Meeting rooms and study rooms are free to reserve, with the understanding that the meeting will be open to the public. If a group or individual wants to hold a special event not open to the public, a fee is required based on the following time blocks:

<b>Rental Time Block</b>	<b>Fee Per Room</b>
Two (2) Hours	\$50.00
Four (4) Hours	\$75.00
Six (6) Hours	\$100.00
Hourly	\$30.00
Nonprofit Fee	\$20.00

2. If an individual or group wants to serve shared food and drink during the event rental, a cleaning fee will be added to the total cost. Please see the cleaning fee information on the Special Event Rental Application.
3. Fees will be quoted upon request and provided before the Special Event Agreement is signed.
4. Nonprofit organizations are charged \$20.00 for events that are closed to the public. Library management may waive fees for nonprofit organizations.
5. Once the reservation has been approved, a non-refundable deposit of \$30.00 is required for private social events reserved by an individual or business. The deposit will be applied to the total fee due.
6. All persons attending a special event rental at the Library shall follow the Library's Policies, including the [Rules of Conduct Policy](#). Rental status does not subvert library policies, and individuals or groups may be asked to leave the Library if they do not follow policy rules and guidelines.

**Room Layout**

Requests and arrangements for specific room furniture layouts are subject to availability and must be

made at the time of the reservation. The room reservation forms offer five (5) choices for room layouts, and groups may choose one (1) option. The tables and chairs will be in the room, and groups must set up the room based on their selected layout.

If a special request is not made, JPLA will apply a "standard room layout." A "standard room layout" is four (4) 6-ft tables and thirty (30) chairs. The library staff will not be responsible for setting up the room or rearranging furniture or equipment. Organizations, groups, and individuals will be responsible for setting up the room and must return it to its original arrangement upon meeting or event completion.

### **Shared Food and Drink Cleaning Fees**

When submitting a room reservation, the applicant should indicate whether shared food or drinks will be served during the reservation. A cleaning fee will be applied to the reservation if shared refreshments are served. Shared food or drink is a "catering style" setup provided by a catering business or the organization/individual reserving the room. Please see the "shared food and drink" information in the reservation applications and forms.

The shared food and drink fees are as follows:

- \$10.00 for groups of fifteen (15) or fewer people
- \$25.00 for groups of ten (10) to forty (40) people
- \$50.00 for groups of forty (40) to (95) people

JPLA does not provide catering services. Groups desiring to serve food must comply with all health laws and regulations. On the reservation application, the applicant must indicate whether a caterer or individual will use electricity, kerosene, or canned heat during the reservation. Library management will approve such use at its discretion.

### **Shared Facility Use Agreements**

Nonprofit organizations with which JPLA collaborates on shared programming or services may enter and adhere to a Shared Facility Use Agreement. James Prendergast Library initiated these agreements through collaborative programming and services.

### **Audio-Visual Equipment Use**

Audio-visual equipment requests must be made when the room is reserved. The types of equipment available vary based on availability. Groups and individuals should verify what is available when the room is reserved. When available, trained JPLA staff will provide basic assistance with library-owned equipment. If staff are not available, the Library will give simple written instructions for equipment use. Copyright laws protect DVDs and videos; unless designated as public domain material or accompanied by Public Performance Rights, they cannot be shown in any library meeting room.

### **Event Promotions/Invitations**

Groups reserving JPLA's facilities must not use advertising and publicity that implies their programs or events are sponsored, co-sponsored, endorsed, or approved by the James Prendergast Library Association. Any publicity created by an organization, individual, or group that reserves a library meeting room must include this statement in all publicity materials:

### **Cancellation of Room Reservations**

Reservation cancellations should be made as early as possible to allow others to use the room. Failure to notify the library of a cancellation may jeopardize future reservations. JPLA reserves the right to cancel a

room reservation in special circumstances.

All cancellations must be made using the cancellation procedure method provided in reservation applications and forms. JPLA will issue a full refund for special event rentals if the library needs to cancel the reservation due to an event or closure. Refunds will not be issued if JPLA cancels the event due to violating library policies.