

# Mount Morris Library

121 Main Street  
Mount Morris, New York 14510

## Rules for Use of Meeting Room

Use of the meeting space in the library is primarily for programs conducted or sponsored by the library, and secondarily, for programs of established and recognized institutions, groups, and associations with educational, cultural or civic purposes.

Programs which 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 do purposes upon four weeks notice to the organization which had requested the space.

There is no objection to regular meetings of the same group; however, in fairness to other groups in the community, reservations are taken not more than three months in advance.

Formal application for the use of the library is made with the Director. An individual responsible for the meeting must complete and sign an application form. Reconfirmation of the meeting must be made with the Director of the library prior to the meeting. Cancellations or change of meeting dates also must be cleared with the Director,

## General Rules of Use

Meeting rooms may not be used for religious services, sales promotion, social meetings, or for the benefit of commercial concerns engaged in marketing goods or services.

Political meetings are acceptable for the discussion of issues, but not for campaign purposes, party caucuses or meetings closed to the public.

Except as a designation of location, the name of the library may not be used in any publicity relating to its use as a meeting place.

No cooking may be done or food served without the approval of the Director. No alcohol may be served at any time. No smoking is permitted.

Meeting rooms must be left in acceptable, unlettered condition. Tables and chairs should be returned to the positions in which they were found.

No games of chance may be played.

Meetings must be conducted in such a way as not to disturb library operation.

Library personnel will not move or rearrange heavy equipment.

The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.

The applicant accepts liability for either damage to library facilities or loss of library property.

The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.

Library personnel must have free access to meeting space at all times.

The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

Meeting room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Appeals to any of these policies may be submitted to the Board of Trustees in writing.

***Adopted and Approved by the Mount Morris Library Board of Trustees – December 6, 2021***