



Hamlin Public Library

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Hamlin Public Library Meeting Room Policy

The Hamlin Public Library allows groups and organizations to use its meeting room when it is not needed for activities sponsored in whole or in part by the library. Groups will not be allowed to use the room if that usage would be disruptive to the programs and activities of the library. Permission to use the room does not imply library endorsement of the goals, policies or activities of any group or organization. The library reserves the right to revoke permission previously granted if deemed appropriate. Meetings are open to the public.

Eligibility

1. Permission to use a library meeting room may be granted to a Town of Hamlin department or other governmental agency directly serving residents of Hamlin, and to public, private and non-profit civic, cultural, educational, political, religious, and charitable groups and organizations. Private, for-profit businesses may be permitted to use the Library meeting room, but shall not be permitted to charge for admission, collect fees, or sell items during such meetings. Meetings are open to the public.
2. The library may grant priority for meeting room use to groups and organizations affiliated with the Hamlin Public Library or the Town of Hamlin. A group is defined as 6 or more people.
3. The meeting room is not intended to be used for private events such as social events, parties, memorial services, fundraisers, etc.

Rules and Restrictions

1. Library personnel in charge of the meeting room have authority over the use of the room. Applications should be addressed to the Library Director or the scheduling coordinator. This policy does not guarantee an applicant the facility or the time requested. This policy reserves the right of the Library Director to overrule a grant, denial or modification of permission to use Library facilities.
2. Meeting rooms are available only during the library's regular business hours unless prior permission is obtained.
3. The library may collect reasonable reimbursement in cases where a key fob is not returned or if damage incurs.
4. The Library may attend any meetings held in its facilities (except lawful executive sessions of government bodies) to verify that no illegal activities are taking place on the library's premises. Illegal activity will result in immediate eviction and denial of future use of the library's meeting rooms by groups or individuals violating this policy.

5. The library can impose reasonable conditions for the use of its meeting room to ensure that public or private property is not damaged through use of its facilities, and to ensure that the safety, welfare and comfort of the public is not disturbed.
6. Groups and organizations using the library's meeting rooms shall adhere to regulations regarding the number of persons allowed to occupy a room at any given time. The numbers shall not exceed the limit prescribed and posted in that facility. The room shall be left in the same condition in which it was found, including the placement of chairs and tables
7. Alcoholic beverages and smoking will not be permitted on library premises.
8. The meeting room must be restored to order and vacated at least fifteen minutes prior to library closing time or pre-arranged closing time.
9. No admission fees may be charged to use the meeting room. No products or services can be sold by any business, outside group, or organization during use. Exceptions include the following:
 - a. Groups and organizations may conduct customary activities such as collecting dues from members or refreshment money but cannot solicit donations.
 - b. Groups and organizations formed to support library programs may use library facilities for library fundraising purposes.
 - c. At library sponsored programs only pre-approved works by a featured presenter may be offered for sale. In all cases his/her representative collects payment, not library staff.
10. Except for library or library co-sponsored activities, groups and organizations which use the library meeting room shall arrange for and provide their own special equipment needs.
11. Publicity notices promoting a meeting or event being sponsored by an outside group or organization must include the following disclaimer: "The Hamlin Public Library does not advocate or endorse the viewpoints of meetings or meeting room users." Publicity notices or fliers promoting a meeting must be shown to the library employee in charge of the meeting room for approval (by initials), prior to distribution.
12. Failure to adhere to these conditions may result in loss of future privileges in the use of any Library facility.

Adopted 2-4-15 Hamlin Public Library Board of Trustees

Revision approved 8/5/2020

Application for Use of Meeting Room

1. Written application must be made to the library employee in charge of the meeting room two weeks in advance of use. If there is a question about a group or organization's eligibility in determining use of the meeting room, the library may request to examine the group's by-laws. All applications are public documents and shall be available for inspection upon request at the library's facilities.
2. Payment for reimbursement of damage to facility or loss of key fob, if applicable, is due within 30 days of invoice date.
3. Reservations are made for a specific time, which includes set up and take down.
4. Cancellation of reservations should be made at least two weeks in advance to allow other organizations time to reserve the room.
5. Permission to groups and organizations using the meeting room may be granted for multiple meetings for a period not to exceed the next three consecutive months. Renewal applications may be submitted at any time during current usage. Prior use of the meeting room does not entitle applicants to future use. This restriction does not apply to Library functions, or to those of any other Town department or governmental agency directly serving Hamlin residents.
6. The library reserves the right to revoke or modify permission to use its meeting room, or to modify conditions imposed on the use of the rooms, in order to adapt to the operational needs of the library or the priority needs of library users. Applications may be denied on the basis of availability of space, frequency of use or requests for space by other groups and organizations, or, for other activities that are in conflict with the primary purpose of the library or with any regulations set forth in the Meeting Room Policy.
7. Denial, grant, or modification of an application for use of the meeting room may be appealed in writing by the applicant or by any person adversely affected by the decision to the Library Director or Hamlin Public Library Board, whose decision shall be final.
8. The Hamlin Public Library Board may authorize additional rules that are consistent with this policy and assist in its implementation.

Adopted 2-4-15 Hamlin Public Library Board of Trustees

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