



Community Use of Library Meeting Space Policy

Adopted by the Board of Trustees September 19, 2023

The Apalachin Library is committed to free public discourse and exchange of ideas in the Library's designated meeting spaces, consistent with the First Amendment of the United States Constitution. The Library provides free and open access to services, resources, and programs that foster literacy, cultural appreciation, personal growth, and community connections.

Community Meeting Spaces

There are several meeting spaces at the Apalachin Library that may be available to community members for use for educational, cultural, recreational or civic purposes. No gatherings will be allowed if there is any commercial intent or solicitation for profit or sales from the group, the individual or organization. No fees for attendance or supplies are allowed. Meeting spaces are available during regular Library operating hours only.

The community meeting spaces at the Apalachin Library include the:

- Front Room (1st floor) (accommodates 7)
- Program Room (2nd Floor) (accommodates 7)
- 4-H Room (2nd Floor) (accommodates 9)
- Makerspace (2nd Floor) (accommodates 14)

The main Library spaces, including the circulation and collection areas, the Beatrice Eileen Alger Children's Room, and the Big Room, are available for Library programs only and are not available for outside organizations or programs. The Library Director or designee reserves the right to restrict use of Library spaces. The Library's Computer Use and Internet Policy applies to all groups who are using meeting spaces.

The community-used meeting spaces require an advance reservation. Spaces are available on a first-come, first-served basis. Library events have priority, and the Library reserves the right to cancel reservations with 10 days' notice. Groups wishing to reserve the Front Room, the Program Room, the 4-H Room, or the Makerspace for ongoing usage, defined as 3 or more meetings by the same group within a few weeks or use

by a large group of 15 or more people, must complete an application and submit it to the Library Director or designee for approval.

Library spaces may NOT be used for:

- Private social or commercial purposes, or any event that interferes with the use of the Library by other patrons.
- Partisan political events, such as political rallies and demonstrations, fundraisers, and promotion or endorsement of political candidates.
- Religious or philosophical/motivational groups that wish to hold services.
- Ceremonies, prayers, or events to recruit new members.
- Private social functions, such as showers, birthday parties, wedding receptions, etc.
- Events with the primary goal of selling a service or product to attendees.
- Disruptive activities including loud music or sounds.

Refreshments

Patrons are welcome to serve light refreshments during meetings. The Apalachin Library does not provide kitchen appliances, utensils, dishes, or paper products; this is the responsibility of the individual or group reserving the space. Serving or consuming alcohol is strictly prohibited in all spaces at the Library. The kitchen is not available for use by outside groups. Any leftover food, garbage, or spills must be fully cleaned up by the group prior to leaving.

Damage to Space

If damage to any Library meeting space occurs, the users of the meeting space will be held financially accountable for the cost of the damage. This includes carpet stains, broken furniture, damage to room fixtures, etc.

Makerspace

The Makerspace was created as a place to gain hands-on experience, knowledge, and skills and where socialization, creativity, and tinkering is encouraged. The Makerspace is available during Library programs and requests can be made to reserve the space by completing the Request to Use Library Meeting Space form. Materials located in the Makerspace are designated for Library programs. If you would like to use equipment or materials, this should be noted on the Request to Use Library Meeting Space form (ongoing use) or when requesting use of the space (one time use).

Makerspace users must:

- Request permission before using equipment and/or materials located in the Makerspace.
- Follow guidelines for use, including safety and cleanup procedures.
- Assume financial responsibility for damaged tools or materials.
- Comply with requests from Library staff.

- Comply with requests when Library staff deem tools outside the scope of normal educational or creative use.
- Be supervised by a parent or guardian at all times if age 12 or younger for events not sponsored by the Library.
- Not bring or consume food or drinks in the Makerspace.

Use of Makerspace equipment and tools is free.

Apalachin Library does not accept responsibility if a project is destroyed, does not work, or if any of the patron's personal equipment is stolen, damaged, or destroyed while using any of the Apalachin Library's equipment.

Makerspace Donations

The Library is highly appreciative of any donations to our Makerspace. Consumable materials are a significant cost to the Library and therefore donations are helpful. If you wish to make a donation, please contact the Library Director.

If you have any questions, please call the Library Director: (607) 625-3333.