



Cortland Free Library

Books are just the beginning!

Policy Category: Public Space

Policy Title: Meeting Room Use and Program Policy

Need for Policy: Cortland Free Library encourages the use of our Meeting Room and other spaces in the library by community and nonprofit groups, and organizations for meetings and gatherings that are educational, cultural, or civic in nature, in accordance with the following policy.

Policy:

Community members, nonprofit groups, and organizations may schedule meetings and programs at the Cortland Free Library's Meeting Room, Art Gallery, Main Reading Room, Periodicals Room, or Youth Services room during regular library hours on a first-come first-served basis.

- Please note the following:
 - Library-sponsored programs, meetings, and events take precedence over those of outside groups.
 - Use of rooms is available free of charge to qualifying organizations.
 - The meeting room and other spaces may be reserved up to one (1) month in advance by submitting a form online via the library's website, by calling the library (607-753-1042) or by emailing help@cortlandfreelibrary.org. The individual submitting the form will be contacted as to whether their request has been confirmed or if there are questions regarding the request.
 - Individuals and small groups visiting the library who wish to use our private meeting room may do so for one-hour increments of time if no other meetings, programs, or events are scheduled.

- Failure to comply with this policy may result in the denial of meeting room privileges
- A request may be denied if it is determined that:
 - The purpose of the meeting/program is illegal, contains hate speech, or poses a potential security or health risk.
 - The purpose of the meeting/program is commercial, personal, or promotional.
 - The purpose of the meeting/program does not comply with library policies.
 - The activities of the meeting/program interfere with the functioning of the library.

Responsibilities:

- **Patron Responsibilities**

- Abide by this policy as well as the Acceptable Patron Behavior Policy.
- Clean up equipment, materials used, and refreshments, etc. at the end of the program and before the library closes.
- Notify the library as soon as possible in the event of a cancellation.
- Items may not be sold on library premises unless prior approval has been given by the Library Director.
- CFL reserves the right to charge the responsible party if extra housekeeping, repair, or maintenance service is necessary as a result of the meeting or event.

- **Staff Responsibilities:**

- The library is not responsible for lost or stolen items.
- Staff should seek approval from the Library Director for a program or room reservation if unsure of an individual or group's eligibility to reserve space.
- Once a reservation is confirmed, staff should enter it into the events calendar. On the day of the event, staff will place applicable signage to indicate that the space is reserved.

Approved: 4/27/2016

Revised: 6/15/2022