July 28, 2021

BUILDING USE AND ROBERT J. PETERSON CONFERENCE ROOM POLICY

The Library Building and Robert J. Peterson Conference Room (Conference Room) are intended:

1. for activities conducted or sponsored by the Sinclairville Free Library and its patrons, and
2. for organizations and individuals engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community.

The library's Conference Room is available for use during library open hours. Children's groups may use the Conference Room if accompanied by a supervising adult. Adults are defined as those eligible for adult borrower's cards. The availability of the Conference Room is on a first come, first-served basis. Reservations must be made in advance by calling the Library during normal library hours. The name, address and phone number of a contact person are required. Tables and chairs are available.

All library building use is subject to any temporary safety practices put in place by the Board due to circumstances such as a pandemic, construction, or other extenuating circumstances.

No admission fee or other costs shall be charged. Donations are appreciated to help offset the library's utility and maintenance costs.

No products, services or memberships may be advertised, solicited or sold. However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs:

1. Fund raising to benefit the Library.
2. The sale of books, cassettes, and other items by authors or artists as part of a Library program.

To make limited space available to as many groups as possible, the Library reserves the right to limit the number of times during the year the same group or individual may reserve a meeting room.

Groups may serve refreshments if they provide their own. The adjacent kitchen may be used if prior arrangements to do so are made with the Library. Groups must provide their own supplies and clean up after themselves. The Library cannot provide any supplies. The staff will not be responsible for relaying telephone messages to people at meetings. The Library is not responsible for any equipment, supplies, materials, clothing or other items brought to the Library by any group or individual attending a meeting.

Permission to use a meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Any advertisement, press release, media announcement, posters or handouts about events in the Library's Conference Room must state that the event is not a program of, or sponsored by, the Sinclairville Free Library. The Library may ask to see any such notices prior to their public release.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

Failure to observe Building Use and Conference Room rules will jeopardize further use of the library building.

I have read and agree to abide by the Sinclairville Free Library's Building Use and Conference Room Policy and Rules of Usage.

_____	_____
Date	Organization Name
_____	_____
Representative's Name (print)	Address
_____	_____
Representative's Signature	Phone Number
Approved Denied	_____
	Library Director Signature

Revised and Approved July 28, 2021; Reviewed and approved September 30, 2026