

# ELWOOD PUBLIC LIBRARY

1929 JERICHO TURNPIKE | ELWOOD, NY 11731 | [www.elwoodlibrary.org](http://www.elwoodlibrary.org) | 631.499.3722

## MEETING SPACE

The Elwood Public Library welcomes the public use of its meeting facilities for activities in keeping with the library's mission to "...provide the community with a center for information, education, culture, recreation, and social interaction."

The use of library meeting and quiet rooms must be for the holding of educational, social, civic or recreational meetings and entertainments, civic forums and other uses pertaining to the welfare of the Elwood community. Permission to use the library meeting rooms is in no way an endorsement of that group's views, objectives or beliefs.

The following regulations govern the reservation of library meeting space from outside groups or organizations:

- 1) Applications for use of a meeting room shall be made on the appropriate library form, available in the Library.
- 2) All completed applications, with the Library's legal agreement governing meeting room use, must be submitted to Library administration at least TWO (2) WEEKS prior to the first date of use.
- 3) The person signing the application shall be a resident of the Elwood Public Library District, and is responsible for the supervision and conduct of the group while using Library meeting space (please refer to the legal agreement for full terms and conditions in this regard)
- 4) Library sponsored programs take precedent over any other uses of the meeting rooms.
- 5) Priority is then given to groups and organizations having a majority of their members who reside within the library district.
- 6) The Library Director has the sole discretion for approving and scheduling the use of library facilities and meeting space.
- 7) Meetings may be scheduled no more than three (3) months in advance.
- 8) The use of staff space is not permitted.
- 9) All uses of the Library meeting rooms must be open to the public.
- 10) Organizations should notify the Library and any expected attendees in the event a meeting is cancelled or postponed. If an organization cancels two meetings without notifying the Library, the Library reserves the right to revoke that organization's privilege of reserving meeting room space.

The following regulations govern the use of library meeting space when a reservation was not made:

- 1) Priority for both the meeting and quiet rooms goes to any library sponsored program or approved group that has followed proper reservation procedure to secure them.
- 2) Users without a reservation must sign in and out at the reference desk, making note of the time of their sign in.
- 3) If a room is not reserved or in use, walk ins are welcome and each room will be made available to patrons on a first come, first served basis.
- 4) In order to accommodate multiple users, an individual or group may use the available room for up to one hour. This time may be extended in half hour increments if no one is waiting.
- 5) The meeting room may be shared once a patron's designated hour is up and there is a patron waiting to use the room who also agrees to share. If either patron declines to share, the room goes to the next patron waiting.
- 6) A vacated room is considered abandoned after 15 minutes and may be assigned to another individual or group.

*Adopted 9/18/14*

*Updated 2/13/19*