

Meeting Space Use Policy

Adopted: 10/09/2003

Last Revised: 09/18/2025

Purpose

The Walworth-Seely Public Library offers meeting room access to support its mission of fostering education, community engagement, and lifelong learning. The meeting space is primarily intended for library-sponsored programs but may be used by community members under the terms of this policy.

This policy aligns with the **American Library Association's Library Bill of Rights**, which states:

"Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

General Guidelines

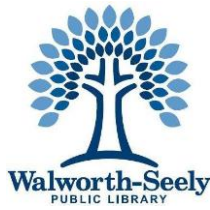
- The meeting room is available to Walworth-Seely Public Library cardholders and organizations affiliated with a cardholder.
- Use of the meeting room must be consistent with library policies and must not disrupt regular library operations.
- All users must follow the Library's Code of Conduct and all federal, state, and local laws, including anti-discrimination laws.

Compliance with Anti-Discrimination Law

The individual or organization reserving and using the meeting room is required to comply fully with all applicable federal, state, and local anti-discrimination laws. This includes but is not limited to prohibitions against discrimination based on race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, or any other protected characteristic. Failure to adhere to these laws may result in cancellation of the reservation and/or denial of future use.

Reservations

- Reservations must be submitted at least one (1) week in advance using the library's official meeting room request form.
- An authorized individual must complete and sign the form, accepting responsibility for policy compliance.



- Meeting room use is limited to regular library hours and is subject to approval by the Library Director or their designee.
- Groups may not reserve the room more than twice per month without prior approval.

Attendance and No-Show Policy

- Groups must notify the library if they anticipate arriving late. If no one arrives within **15 minutes** of the scheduled start time and no notice is given, the reservation will be canceled and the room made available to others.
- Two or more no-shows within a 60-day period may result in a temporary suspension of meeting room privileges.

Access and Privacy

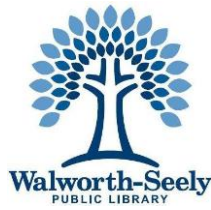
- Meetings may be open or closed to the public. If a meeting is closed, signage should state: "This space is reserved for a designated group. Entry is limited to authorized participants."
- All meetings must comply with anti-discrimination laws and may not restrict access based on protected characteristics such as age, race, religion, gender identity, or sexual orientation.

Permitted and Prohibited Uses

- Meeting room use is limited to educational, cultural, civic, or intellectual activities consistent with the Library's mission.
- **Commercial use is not permitted.**
- **The organization or individual may not charge admission, require fees, or solicit donations from attendees.**
- The meeting room may not be used for personal parties, fundraising, or promotional sales events.
- Smoking and alcoholic beverages are strictly prohibited. Smoking is not allowed within 100 feet of library entrances.
- Excessive noise or disruptive behavior is not allowed.

Refreshments and Clean-Up

- Non-alcoholic refreshments and light snacks may be served by the reserving group. The library does not provide supplies or equipment for refreshments.
- The room must be returned to its original condition. All trash must be disposed of properly, furniture returned to its original arrangement, and any borrowed library equipment cleaned and returned.
- Damage to library property may result in the group being billed for repair or replacement costs, and/or loss of future use privileges.



Supervision of Minors

- If the meeting includes participants under the age of 18, **at least one responsible adult** must be present for the duration of the meeting.
- The supervising adult must be listed on the reservation form and accept responsibility for the group's conduct.

Indemnification

- The reserving individual or organization agrees to indemnify and hold harmless the Walworth-Seely Public Library from any claims or damages arising from their use of the space.

Endorsement Disclaimer

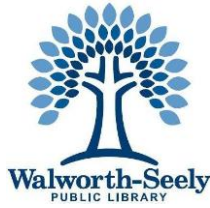
- Use of the meeting room does not imply the Library's endorsement of any group's viewpoints, activities, or beliefs.
- The name of the Walworth-Seely Public Library may be used only to indicate the location of the event. **Use of the library logo is not permitted** in any publicity or materials related to non-library-sponsored meetings.

Accessibility

- The library is committed to providing access to all. Patrons needing accommodations for disabilities should contact the Library Director at walworthlibrarydirector@owwl.org to request assistance in accordance with the Americans with Disabilities Act (ADA).

Enforcement and Revisions

- The Library Director is authorized to interpret and enforce this policy.
- Violations may result in loss of meeting room privileges.
- This policy is subject to periodic review and revision by the Library Board of Trustees.



Meeting Room Request Form

3600 Lorraine Dr., Walworth, NY 14568

(315) 986-1511

www.walworthlibrary.org

Requestor Information

Name of Individual Requesting Use: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Are you a Walworth-Seely Public Library cardholder?

☐ Yes ☐ No

Will the meeting include participants under age 18?

Please note: If yes, the responsible adult listed on this form must be present for the full duration.

☐ Yes ☐ No

Group or Organization Information (if applicable)

Name of Group or Organization:

Type of Group (check one):

☐ Nonprofit ☐ Informal/Community ☐ Other (specify): _____

Meeting Details

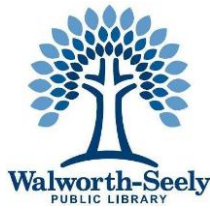
Date(s) Requested: _____

Start Time: _____ **End Time:** _____

(Include time needed for setup and cleanup)

Expected Attendance:

_____ (Maximum capacity is 40 people)



Will your meeting be:

☐ Open to the public ☐ Closed/private group (requires signage)

Purpose of Meeting:

Will refreshments be served?

Please Note: Light snacks and non-alcoholic drinks are permitted. You are responsible for all cleanup.

☐ Yes ☐ No

Agreement

By signing below, I acknowledge that I have read, understand, and agree to comply with the **Walworth-Seely Public Library Meeting Space Use Policy**. I understand:

- All library policies, including this one, must be followed at all times.
- The library does **not allow commercial use** of the meeting room.
- **No fees, admissions, or donations** may be charged or solicited.
- **Reservations are canceled** if no one arrives within 15 minutes of the scheduled start time without notice.
- The room must be **returned to its original condition**, and I may be held responsible for any damage.
- Use of the library's name is for location purposes only; **use of the library logo is not permitted**.
- Failure to follow policy may result in **loss of future access** to the meeting room.

Printed Name of Responsible Individual: _____

Date: _____

Signature of Responsible Individual:

For Library Staff Use Only

☐ Approved ☐ Denied

Staff Reviewer: _____ **Date:** _____

Notes/Conditions: _____