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MEETING ROOM USE POLICY	Policy Approved: 6.11.2025 Review Date: 2028

The Liverpool Public Library (LPL) meeting rooms are primarily intended for activities and programs conducted or sponsored by the Library, the Library Board of Trustees, and other government agencies. The Library's use of its own facilities, including the building and grounds, for its own purposes, is given priority.

Use of the Meeting Rooms/Lobby by Groups, Organizations, and Agencies

The Board of Trustees of the Liverpool Public Library welcomes and encourages the use of the library's meeting rooms or lobby by organizations and agencies engaged in educational, cultural, intellectual or civic meetings, or activities of interest and/or benefit to the community. Community groups are limited to one meeting room use per month. All meetings, programs, and events (except lawful executive sessions of governmental bodies) must be open to the public, should anyone wish to attend.

Use of the library's meeting room and lobby is available to qualifying entities without regard to the religious, political, philosophical, or other content of speech at such meetings. LPL does not discriminate against any protected New York State classes.

Adult supervision (21 years of age or older) is required for any organization or group whose members are under the age of 18.

Meeting rooms may not be used for family/personal gatherings such as birthday parties, wedding or baby showers, family reunions, or private receptions.

Granting permission to use the library's facilities does not constitute an endorsement of the beliefs or ideas expressed by organizations or individuals using the space by the LPL Board of Trustees or staff. Independent events or meetings of community groups will not be publicized in a manner that suggests LPL sponsorship or affiliation. Except as a designation of location, the name of the Library may not be used in any publicity related to use of LPL meeting rooms/lobby.

Public performances of copyrighted material such as music and movies usually require the permission of the copyright holder. The group planning to show or perform such material is solely responsible for obtaining the required copyright clearance.

Fees

No admission or donation fee may be charged. Exceptions are:

- Paid registration for conferences or institutes held in cooperation with the Library
- Payment of fees for regularly scheduled education courses held in cooperation with the Library

- Payment for materials required for educational/program projects held in cooperation with the Library

Fundraising, Sales, and Giveaways

Sales and giveaways of products, services, or memberships are prohibited. Fundraising is not permissible. The following exceptions apply:

- Sales and fundraising are part of an LPL-sponsored or co-sponsored program or activity and the general nature of items to be sold or given away is approved by the LPL Director or Director's designee.
- Proceeds from sales and fundraising benefits, whole or in part, the LPL and is approved by the LPL Director or Director's designee.
- The sale of books and media by authors or artists as part of a Library sponsored program

Safety Rules

Meeting room users are required to comply with the LPL's *Patron Code of Conduct Policy* found on the library's website.
https://www.lpl.org/assets/Uploads/policies/Patron-Code-of-Conduct-Policy-Approved-Dec2022.pdf

The use of the meeting rooms/lobby shall not interfere with library operations.

Community groups applying for the use of library meeting rooms/lobby are responsible for fully communicating the scope of activities planned, including anticipated attendance and any out of the ordinary impact their event might have on LPL operations. LPL's Communications Department must be informed in advance if media coverage is expected.

Activities are prohibited which are detrimental to the accomplishment of the LPL's purpose and goals as determined by the LPL Director or Director's designee.

Community groups using the library meeting rooms are expected to leave the room in the condition it was found and clean up any trash or waste.

No alcoholic beverages may be served or consumed.

No candles with open flames are allowed.

The library reserves the right to deny or revoke permission from any group or individual whose planned use of the library's meeting room/lobby does not comply with this policy or is deemed detrimental to the library's operations. Violations of policies and procedures may result in denial of future requests.

If the library is closed because of inclement weather or other unforeseen circumstances, the use of the meeting room is cancelled, and the group or individual will be notified to the extent possible. Groups are encouraged to check LPL's website and social media for updates.

At times, the Director may need to direct rules and regulations for the scheduling and use of library meeting rooms.

Special exceptions to this policy may be considered by the LPL Board of Trustees.