

*MEETING ROOM USE POLICY*

Policy Approved: 05.04.2022  
Review Date: 2025

Previous reviews: 2013, 2017, 2020

The meeting rooms of the Liverpool Public Library are primarily for the use of the library for its own programs and activities. The Library's use of its own facilities, including the building and grounds, for its own purposes, will always take precedence over any other use.

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 not-for-profit groups, organizations, and agencies engaged in educational, cultural, intellectual, or civic meetings or activities of interest and/or benefit to the community.

Use of the library's meeting rooms and lobby is available to qualifying entities without regard to the religious, political, philosophical, or other content of speech at such meetings.

Granting of permission to use the library facilities does not constitute an endorsement by the Board of Trustees or the library staff of the beliefs or ideas expressed by organizations or individuals using the space.

Duly constituted continuing political groups may use the rooms for general purposes as long as the meeting is open to the entire public, not just members of that particular party. Committees for the advancement of an individual's political campaign shall be denied such use.

Community groups are limited to one meeting room use per month.

Independent events or meetings of community groups will not be publicized in a manner that might suggest Liverpool Public Library sponsorship or affiliation. All meetings, programs, and events (except lawful executive sessions of governmental bodies) will be open to the public, should anyone wish to attend.

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

Meeting admittance must be free.

No admission or donation fee may be charged. The only exceptions are:

- 1-- Paid registration at conferences or institutes, held in cooperation with the library.
- 2-- Payment of fees for regularly scheduled education courses.
- 3-- Payment for materials required for educational projects.

### Fundraising, Sales, and Giveaways

Sales of products, services, or fund-raising are permissible only under the following circumstances:

1-- It must be part of a Library-sponsored or co-sponsored program or activity, and the general nature of items to be sold or given away are approved by the Director in advance.

OR

2-- It must, in whole or in part, benefit the Liverpool Public Library.

### Other Sales or Fundraising

Except as noted above, products or services may not be advertised or sold in the library except to benefit the library. Solicitation is not allowed in the library or on library grounds.

### Safety Rules

The Board of Trustees bears the responsibility for protecting the safety of the building and its contents and the health and wellbeing of those who use the premises. Activities detrimental to those responsibilities are prohibited.

No alcoholic beverages may be served or consumed.

No candles with open flames are allowed.

Community groups applying for the use of library meeting rooms 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 library operations.

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.

The library reserves the right to deny or revoke permission to any user or group whose planned use of the library's meeting rooms is deemed detrimental to the library's operations or does not comply with this policy. Violation of policies and procedures may result in denial of future access to the space.

The Director may from time to time promulgate rules and regulations for the scheduling and use of library meeting rooms.

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