

## **VALATIE FREE LIBRARY MEETING ROOM USE POLICY**

The Valatie Free Library is available for meetings of individuals or small groups not sponsored by the Library. Tutors and groups should prearrange their meetings with Library staff.

If there is a time period when space is available, small discussion groups may also meet in the Library for educational, cultural, recreational or civic purposes and for programs of established and recognized institutions, groups and associations.

The meeting room(s) shall not be used for private, for-profit, entrepreneurial or commercial purposes; however exceptions may be made at the discretion of the Library Director and the Library Board of Trustees consistent with the Library's mission statement

There will be no discrimination against any groups based on race, religion, age or sex. However, any group which is discussing or advocating any type of violence will not be allowed to meet in the Library.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or trustees.

Library programming will have first priority in Library use. Every effort will be made to prevent scheduling conflicts, but if they do occur, library programming has priority.

Having snacks is permitted at the discretion of the Director/Staff. However, the area must be clean when the group leaves. If it is not clean, the privilege will be revoked.

Individuals and groups are responsible for leaving the meeting space neat and orderly when they leave. If this is not done, the individuals or groups will be prohibited from using the Library for their meetings.

Individuals and groups meeting in the Library should respect the other patrons. Discussions must be conducted in an acceptable volume. Unacceptable loudness will result in the group being asked to leave the building and being prohibited from using the Library again as a meeting place.

The Library is not responsible for any items left in the building by meeting attendees.

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

Approved by the Valatie Free Library Board on 8/7/17

Approved, as amended, by the Valatie Free Library Board on April 19, 2021