



Central Library Meeting Room Application

Room reservations are not final until the library approves the application

To give all organizations an opportunity to use the meeting rooms, groups may not reserve space on a regular basis more than 60 days in advance. All meeting room requests must come from non-profit organizations, and meetings must be free and open to the public. Library programs and events take priority over use of the meeting rooms.

Name of Organization: _____ Today's Date: _____

Address: _____

Telephone: _____ Email Address: _____

Name of Representative Making the Request: _____

Position in the Organization: _____

Date and Time of Meeting: _____

Purpose of Meeting:

Will there be any special guests at your meeting? _____

Do you anticipate or have you invited members of the media to your meeting?

Requested Room:

☐ First Floor Community Room (max. 106) ☐ Third Floor CNY Meeting Room (max. 33)

AGREEMENT

It is expressly understood that the Library has adopted certain rules applicable to the use of the Library meeting rooms, and a copy of the Meeting Room Policy and such rules are attached. The undersigned has read and understands the terms of such Policy and rules and agrees, individually and as a representative of the group as a whole requesting use of such facility, to comply with the terms therein and said individual and group as a whole shall be liable for any noncompliance thereof, to include, but not limited to, any and all damage that may occur or fees or costs that may be incurred as a result of the use of the Library facilities. Said Policy and rules shall be binding upon such individuals and the group as a whole with the same force and effect as if written in and made a part of this Agreement. Further, the undersigned individual and the group as a whole requesting use of the Library facilities agree to indemnify and hold the County harmless from and against any and all losses, expenses, demands, and claims made against the County arising in any manner from such group's use of the Library facilities, whether such loss, expense, demand, or claim made against the County is caused by County's negligence or not.

Signature: _____ Printed Name: _____

For Library Use

Approved by: _____ Date: _____

General Rules for Community Room Use

1. Not-for-profit organizations wanting to use a meeting room can email or leave the request at the Information Desk. Meeting rooms are not reserved for tutoring or other uses by individuals, even those affiliated with a non-profit. There are study rooms on the third floor which may be used by individuals on a first come/first served basis and may not be reserved in advance.
2. The person responsible for the meeting will need to complete an application form. The applicant is responsible for managing orderly behavior of all attendees. Adult supervision (21 years or older) is required for any group of minors. Reservations may be made up to three months in advance.
3. Admission fees or suggested donations or contributions may not be required of participants attending the meeting or function. The sponsor may request a fee from participants to cover the cost of materials furnished to participants. However, such a fee may not be construed as a requirement to participate in the meeting or function.
4. Meeting rooms may not be used for any meeting or function for the financial benefit of any not-for-profit institution or private individual engaged in fund raising or marketing goods or services unless it is to further library purposes.
5. No games of chance may be played.
6. The Library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests. Library personnel will not move or rearrange heavy equipment or provide audio-visual equipment or operators.
7. In order to provide equitable access to meeting rooms, limitations on frequency and duration of use may be imposed.
8. The name of the library may be used only as a designation of the location of the meeting or function. Announcements, press releases, flyers, etc. relating to the meeting or function need to acknowledge the sponsoring group's contact information.
9. The Community Relations of Onondaga County Public Library must be informed in advance if media coverage will be present.
10. Onondaga County Public Library's policy against smoking and the use of alcohol in library buildings applies to all groups using meeting rooms.
11. The Library reserves the right to deny use of library meeting rooms if there is reason to predict physical hazard to the participants or audience.
12. Users must supply their own meeting supplies, including dry erase markers, paper products, etc.

Reservations

13. An application must be received at the library location no later than 3 weeks before the event, unless preapproved by authorized personnel. Once received, a confirmation will be given via email or phone.
14. An applicant may request a room only once per month and no more than 3 months in advance.
15. If cancellations or changes in the reservations become necessary, the library needs to be notified as early as possible.
16. Meeting rooms are available for use only during the library's normal hours of operation and for security reasons, must be vacated 15 minutes prior to the library's closing time.

Food

17. For the safety of participants, no cooking is permitted.
18. Light refreshments may be served (needs to be store purchased or catered). All beverages carried in must be in a covered container and must not contain red dye. No alcohol is permitted.
19. Applicant/User must supply their own kitchen supplies, coffee, etc.

Maintenance/Housekeeping

20. Individuals or groups using a room are responsible for furniture set-up, and clean up after use.
21. Meetings need to be conducted in such a way as not to disturb library operations.
22. The applicant/user needs to inform participants of the locations of fire/emergency exits and must adhere to fire and safety regulations of the facility.
23. The applicant/user is responsible for participant accommodations (e.g. assistive listening devices, etc.) and compliance with the provisions of the Americans with Disabilities Act.
24. The applicant/user accepts financial liability for damage to library facilities and/or loss of library property.
25. Library personnel need to have access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliances with its regulations. Violation of any Library rules shall be grounds for denial of future use of meeting space.