



Onondaga County Public Library Board Policy

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Meeting Room Policy

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OCPL Meeting Room Policy

The Onondaga County Public Library (OCPL) meeting rooms are primarily intended for activities conducted or sponsored by the Library, Library Board of Trustees, Friends of the Library, the OCPL Foundation and Onondaga County and other Government agencies. Library sponsored programs and meetings are given first priority. In addition], the meeting rooms may be requested for use by not-for-profit organizations engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community.

This Meeting Room Policy directs the use of meeting rooms by these not-for-profit organizations. Applications for use of the library's meeting rooms are available to not-for-profit organizations and groups without regard to religious, political, philosophical, or other content of speech at such meetings.

Adult supervision (21 years or older) is required for any group of minors. Meeting rooms may not be used for family/personal gatherings such as: family reunions, weddings, baby showers, birthday parties, receptions etc.

Meetings can only be held during the library's normal hours of operation. Occupancy limits must be observed.

The library reserves the right to reschedule or cancel meeting room reservations at any time in order to use the meeting room space for programs or events sponsored by the library. We will provide as much notice as possible.

All community meetings and functions shall be open to the public.

Meeting room users are required to comply with the library's "Code of Conduct" and the "General Rules for Community Use". They are available on the website, (www.onlib.org under "About OCPL").

In order to provide equitable access to meeting rooms; limitations on frequency and duration of use may be imposed.

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 permission.

No admission fee/donation may be charged.

Only exceptions are:

1. In the case of paid registration for conferences or institutes held in cooperation with the library.
2. Payment of fees for regularly scheduled education courses of non-profit organizations or payment for materials required for educational projects or group discussion held in cooperation with the library.

There will be an understanding by the organization using the meeting room that members of the public can come into the meeting room.

No products, services, or memberships may be advertised, solicited, or sold. However, the following will be permissible for Library sponsored events:

1. Fund raising to benefit the library and/or sponsored by the OCPL Foundation, Friends of the Library, or other library-related groups.
2. The sale of books, media, and other items by authors or artists as part of a Library program.

Activities are prohibited which are detrimental to the accomplishment of the mission and goals of the library. Community groups applying for the use of library meeting rooms are responsible for communicating fully the scope of activities planned, including anticipated attendance and any out of the ordinary impact their event might have on library operations. OCPL's Public Information Office must be informed in advance if media coverage is expected.

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

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

Permission to use a meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location the name of the Library may not be used in any publicity relating to use of meeting rooms.

If the library is closed because of bad weather or other circumstances, the use of the meeting room is cancelled and the meeting or event sponsor will be notified as soon as possible.