

Syracuse Public Library Meeting Room Policy

As a service to the community, the Syracuse Public Library offers a meeting room. This room is available to groups wishing to present programs or to hold meetings which serve the community's needs for education, information, and cultural enrichment with the following provisions:

All use of the meeting room is subject to the approval of the library director.

Library sponsored or co-sponsored programs take precedence over other groups at all times. The Library reserves the right to change or cancel reservations in emergency situations.

The charge for the use of the meeting room is \$100.00 per day, \$50.00 for a half day. A deposit of \$100.00 is to be made 24 hours prior to the scheduled activity. The deposit is to be picked up within 15 days, or will be a donation to the Public Library.

All groups are required to clean up after their meetings and to leave the room in the condition in which it was found. Trash should be placed in the exterior trash container if food or drink has been served. Cleaning cost will be deducted from the deposit money if room is not left in adequate condition.

Library staff is not responsible for arranging room furniture and the group using the facility is responsible for returning the room to its previous condition. The large conference tables may not be moved without staff permission.

Groups are encouraged to reserve the meeting room at least 24 hours in advance. Same day scheduling will be done only at the discretion of the director.

Only the City Council and City committees or boards may use the room without charge and after business hours. This includes all meetings the city has monetary or physical involvement with. For these meetings the City Clerk or their staff will have the responsibility to unlock and lock facility.

Meetings must not be of a nature which would interfere with the normal operations of the library.

No attendance fee may be charged nor may a collection be taken up without the express, written approval of the Director. Admission may be approved for meetings sponsored by the Library or an approved non-profit educational group or institution for short – term classes, institutes, discussion groups and forums involving small fees.

The Library is a Smoke free Campus.

No alcoholic beverages allowed on library premise.

No additional furniture or equipment other than that furnished by the Library is to be used without the Director's approval.

Groups may not schedule regular meetings on an annual basis.

Adopted by the Syracuse Public Library Board of Trustees on:
September 1st, 2014