



Palmyra Community Library

Meeting Room Policy

The Palmyra Community Library meeting rooms are used primarily for programs conducted or sponsored by the library. When not needed by the library the rooms will be available for use by non-profit community groups and Palmyra Community Library District residents for educational, cultural or civic activities.

Palmyra Community Library programs take precedence over meetings of outside groups. The library reserves the right to pre-empt the use of the meeting spaces for library purposes.

A group may not charge an admission fee or require a donation for an event. Individuals and groups using the Library's rooms should abide by the Palmyra Community library's Code of Conduct.

Infringement of any of the regulations shall be grounds for denial of future use of meeting spaces.

General Rules of Use

1. Scheduling use of the meeting rooms shall be done so as to promote the goal of making the rooms available to as many community groups as possible throughout the year. Reservations are available on a first-come, first-served basis. The library reserves the right to alter room schedules, cancel a reservation, and assign rooms.
2. **Meeting rooms may not be used for regularly scheduled or ongoing meetings that would effectively establish the room as a place of worship.**
3. Meeting spaces may not be used for fundraising, commercial purposes, sales promotions or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Groups are not permitted to charge admission or registration fees, and no products or services may be sold on library premises. Requests for exemption from this rule will be approved by the library on an individual basis.
4. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses or meetings closed to the public.
5. Non-residents, i.e. those not residing in the Palmyra Community Library District, must pay a \$30 per hour fee for the use of the meeting spaces. This fee is in addition to the after-hours charge if applicable. Payment of room fee is due at the time of reservation and checks or cash are accepted.
6. After hours use: A group may reserve a room for after library hours provided a library staff person is available to work during that time. The fee for after-hours is \$30 per hour to cover library costs. Payment of room fee is due at the time of reservation and checks or cash are accepted.
7. Those who have reserved a room must check in with the library staff at the circulation desk before using the room.
8. Refreshments may be served. No cooking may be done.
9. No smoking is permitted.



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10. Events must be planned so that the meeting space is vacated 15 minutes before closing time.
11. The applicant accepts liability for damage to library facilities or loss of library property.
Meeting spaces should be left as they are found. Tables and chairs should be returned to the positions in which they were found. Signs, working papers or posters may not be attached to the walls of the meeting rooms. No tape may be used on the walls. Cost of damages will be billed to the individual reserving the room. A charge will be assessed if the room requires cleaning. A replacement charge will be assessed for any damage to furniture, carpet, or other contents.
12. Do not change the thermostat temperature.
13. No audio-visual equipment or operators will be provided by the library.
14. Library personnel will not move or rearrange furniture.
15. The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to groups using the meeting rooms.
16. Any groups that involve children shall guarantee adequate adult supervision during and after the group's use of the meeting room. Children accompanying adults to meetings in the library must be supervised by an adult other than library staff.
17. Alcohol at Events: Alcohol may be served at an event in library facilities only when all of the following are met:
 - a. **Authorization:** The event organizer or its caterer obtains the required New York State Liquor Authority (SLA) approval (for example, a One-Day Alcohol Event Permit for the event, or a caterer's permit if a licensed caterer is providing service). Copies must be provided to the Library at least 10 business days prior to the event.
 - b. **Insurance:**
 - i. If a caterer provides alcohol service: the caterer must furnish a Certificate of Insurance with minimum of \$1,000,000 per occurrence Commercial General Liability (CGL), including Liquor Liability, and names Palmyra Community Library as an additional insured for the event date(s).
 - ii. If a non-caterer group provides alcohol under its own SLA permit: the group must provide comparable coverage (CGL plus Liquor Liability) and names Palmyra Community Library as an additional insured.
 - c. **Compliance and conduct:** The permit holder is responsible for checking identification, controlling service, complying with all SLA rules, and ensuring no service to underage or visibly intoxicated persons. The library may require licensed security or suspend service at its sole discretion.
 - d. **No BYOB:** Guests may not bring their own alcoholic beverages.



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18. The applicant accepts responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
19. The use of these rooms does not constitute the library's endorsement of an organization's policies or beliefs. The sponsoring group or organization shall be clearly identified in all announcements, press releases, and flyers relating to the use of these rooms. The library's contact information and/or website may not be used by any non-library-related group for any purpose. The library does not publicize on behalf of outside agencies using a meeting space unless it is a library co-sponsored event.
20. Room bookings are subject to cancellation.
21. The library must be promptly notified if a group cancels.
22. Use of the rooms on a regular, long-term basis can be booked no more than six months in advance.
23. Library personnel must have free access to meeting spaces at all times.

Adopted: Dec. 20, 2012

Amended: July 18, 2013, Oct. 20, 2016, Dec. 20, 2016, Dec. 21, 2017, Feb 17, 2022, Feb 23, 2026