

Facility Use Policy

The library's only meeting room (Library Hall) is used primarily for programs conducted or sponsored by the library.

When Library Hall is not in use for library purposes, it is made available as a community service for use by organizations and groups located in or serving residents of the Skaneateles Central School District and/or the Town of Skaneateles. Reservations by non-residents may be considered on a case-by-case basis.

When Library Hall is not reserved for programs or meetings, it is open for use as a quiet study space on a first come, first served basis. Multiple individuals or small groups may use the space at the same time.

No other library spaces can be reserved for use.

The library permits occasional use of its lawn to support downtown events (e.g. Curbstone Festival, Dickens Christmas, etc.). Such use must be approved by the board of trustees.

Library trustees have affirmed the American Library Association's [Library Bill of Rights](#) and adhere to their policy statement [Meeting Rooms: An Interpretation of the Library Bill of Rights](#), which states that facilities should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Further, the library takes seriously its role as a community hub and venue for civic engagement and encourages activities that support these functions.

As a 501(c)(3) organization, the Skaneateles Library cannot participate or intervene, directly or indirectly, in any political campaign on behalf of (or in opposition to) any candidate for public office. Therefore, use of space in our facility for partisan political events (such as caucuses, rallies, fundraisers and events hosted by only one candidate or slate of candidates from a single party) is prohibited. Internal committee meetings of political organizations, town halls and events open to all candidates running for an office will be considered. Events hosted by current elected or appointed public officials to engage or inform constituents are welcome.

Infringement of any regulations referenced in this policy shall be grounds for cancellation and/or denial of future use of Library Hall.

General Information

Library Hall is available during regular library hours. Room reservations end 15 minutes prior to library closing time. All reservations must include the time necessary for setup and cleanup.

Arrangements may be made with the library director to schedule activities outside of library hours. All such requests are subject to staff availability and may not be granted. An additional fee of \$50 per hour will be charged for afterhours use.

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In the event of an emergency which, in the sole determination of the library, requires cancellation of the reservation (including but not limited to conditions at the facility, weather emergency or event requiring the library's emergency use of the space), the library will notify the user as soon as possible, and work with the user to refund the fee (if applicable) or determine a new date.

Fire code limits the occupant capacity of Library Hall to 100 persons. Users are responsible for ensuring event attendance (including organizers, speakers, etc.) does not exceed 100 people. Access to the fire escape or main staircase may not be blocked for any reason.

Library Hall may not be used for fundraising or commercial purposes, including seminars conducted by sales representatives to discuss financial/insurance products and services. No products or services may be sold on library premises except in connection with library programs (e.g. authors may sell their books during an author talk hosted by the library).

Library Hall may not be used for private social functions, such as showers, birthday parties, wedding receptions, reunions, etc.

Limited kitchen facilities and AV equipment are available, including a smartboard, small screen, projector, Meeting Owl Pro and laptops. Wifi is accessible in Library Hall. The library cannot provide operators for AV equipment. Library staff may provide instruction for operation of equipment as needed, with advance notice.

The library will provide no storage space and assumes no responsibility for equipment or personal items belonging to individuals or groups using the room.

Reserving Library Hall

Reservation requests may be made by submitting a completed Facility Use Application. Applications are required by the library to evaluate whether a reservation can be accommodated. Submitting a Facility Use Application does not guarantee approval; all applications are pending until approved by the library director.

Groups may reserve the room no more than two times per month. Additional use may be allowed at the director's discretion. Reservations will be accepted no more than six months in advance.

Reservation requests must be made by an individual age 18 or older who is authorized to act on behalf of their respective organization, if any. If that person will not be present at the event, they must provide the name and contact information for the individual (also age 18 or older) who will oversee use of Library Hall during the reservation and be responsible to ensure compliance of the rules, terms, and conditions of use as indicated in this policy.

Users that do not arrive for their reserved time within the first 30 minutes may lose the use of the room for the remainder of the reserved time. The second time a user misses a reservation

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without prior notice, the library may suspend that user's reservation privileges for one year. Fees will not be refunded to groups who do not honor their reservation.

Rules of Use

All persons using Library Hall are subject to all library rules and regulations, including the [Patron Code of Conduct Policy](#). Activities in Library Hall may not disrupt use of the library by others.

Library staff must have free access to Library Hall at all times. Staff may need to enter and/or pass through Library Hall to access other areas, including the kitchen, office and in-room storage, when the hall is in use. The library retains the right to monitor all events conducted in Library Hall.

Users are responsible for setup and cleanup, except for AV equipment. The hall must be left in its original condition after events.

Users may bring food and beverages for their event. The library will not provide dishes, utensils, napkins, coffee, tea or any other consumables. The library will not provide refrigerator space. All food, beverages, trash and any other materials brought to or produced at the event must be removed from the library at the end of the reservation.

Users may not post signs or other materials inside or outside the library. No tacks, nails or adhesive tape may be placed in or on doors, walls, equipment or furniture.

Alcohol may not be served by outside groups.

Meetings, events or any other reservations are not required to be open to the public; however, the library is a place of public accommodation under New York law, and users may not restrict access to Library Hall in any manner inconsistent with applicable law.

Additional Considerations

Depending on the nature of the event, users may be required to provide a Certificate of Insurance naming the library as additional insured.

Groups hosting events that will be attended by unaccompanied minors must have a policy barring abuse of minors, and requiring instances of abuse of minors in connection with the organization's programs to be reported to law enforcement within 24 hours.

Events longer than eight hours and multi-day events are prohibited.

Users are responsible for any loss or damage to library property, including AV equipment, during use of Library Hall. If cleaning is required after the activity, a minimum additional fee of \$50 will be charged. Fees incurred for additional cleaning or property damage will be invoiced by the library and are due upon receipt. Any cleaning, replacement or other fees incurred are in addition to use fees. Future use of Library Hall by the individual and/or group will be prohibited until all fees are paid in full.

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Film Screenings: Requests to use the library's film screening equipment will be considered on a case-by-case basis.

- Users must secure public performance rights to screen films in Library Hall and provide the library with proof of same. The library is not responsible for securing these rights, nor is it liable for a group's violation of any party's intellectual property rights as a result of such screenings.
- Due to the staff time involved in setting up and taking down the library's film screening equipment, a fee of \$100 will be charged to all groups requesting such equipment.
- Due to the high value and delicate nature of the film screening equipment, the library may require a staff person to be present during film screenings to operate said equipment at an additional fee of \$25 per hour.

Fee Structure

The library charges nominal usage fees for room reservations. Fees may be waived for local nonprofits and community groups that do not charge for entry to or participation in the event. Fees will not be waived for non-resident groups of any kind.

Use of Library Hall is charged at a rate of \$100 per hour; fees are assessed in increments of \$100 (e.g., if a reservation is for 1 hour and 30 minutes, the fee will be \$200). An additional fee of \$50 per hour will be charged for groups of 50-100 people.

Usage fees are due seven days after the reservation is approved or by the day before the reservation, whichever is sooner.

Additional fees may be charged for special circumstances as outlined in this policy.

Non-Endorsement Disclaimer

Use of Library Hall does not constitute library endorsement of the beliefs or ideas expressed by groups or individuals using the space. Meetings/events may not be publicized in a manner that suggests library sponsorship or affiliation.

Events that are advertised or promoted in any manner – whether by the user or by other individuals or groups - must include the following disclaimer in each communication or advertisement, including print, social media, email or other distribution:

The Skaneateles Library provides meeting space as a community service. The library neither sponsors nor endorses this event, the speaker(s) or the organization.

The library may review copies of all promotional communications and withhold or revoke consent to use of the facilities if such promotional communications are found to be inconsistent with any library policy.

Users may not promote the event using the library or Library Hall as the location until the reservation is approved, the application is approved and any applicable fees are paid.

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Submitted for Consideration: 7/11/2023

Date of Approval: 7/11/2023

Amended: 6/10/2025