

# Wead Library Building Use Policy (2023)

## Purpose

The primary purpose of the program/meeting spaces at the Wead Library ("library") is for programs, classes, meetings, triannual booksales, and events conducted or sponsored by the library to benefit the library community. Library programs are created and developed by library staff. The library may also sponsor programs and events in collaboration with community groups, agencies, and individuals. Library-sponsored events and programs are intended to reflect community interest, meet community needs, and align with library core principles as outlined in the Wead Library Long Range Plan (2023).

The Clinton-Essex-Franklin Library System will be given priority when requests do not conflict with Library programs.

Priority may also be given to programs or events conducted or sponsored by community groups and non-for-profit organizations whose aims are educational, cultural, and/or civic.

## Outside Groups/Individuals

Library space may be made available to outside groups not listed above. All outside groups and individuals looking to utilize library space must contact the library. Groups of more than two people will be required to complete and submit a Building Use Application. Individuals looking for a quiet study/workplace will not be required to fill out a building use application but must follow all rules outlined in this policy.

In addition, outside groups agree to the following:

1. Library sponsored programs receive first consideration of date and time.
2. The library should be notified promptly (minimum of 24 hours' notice) if a Group/Individual must cancel.
3. Reserving library space and failing to show up for any reason without notifying the library on three (3) separate occasions in any calendar year will result in loss of advanced room reservation privileges for one (1) year.
4. The library facility is not available for partisan political events.
  - a. The Wead Library is a "limited public forum." The library prohibits the use of its meeting spaces for actions or events organized by a political campaign committee or other group that exists for the purpose of promoting, endorsing, or opposing a

- candidate or a ballot or election issue.
- b. Use of library meeting space at which candidates will discuss current ballot or election issues are permitted provided they are: (1) hosted by a non-partisan, non-profit organization (e.g. League of Women Voters), which is approved as such by the Wead Library and satisfies all requirements of the library, and (2) all candidates for the same office (or, in the case of a referendum, representatives of opposing views) have been invited to participate.
  - c. Meetings or events held by elected officials or candidates for elected positions during the 30 days prior to any general, primary, or special election or any applicable referendum shall be presumed to be for purely partisan political purposes unless the applicant demonstrates otherwise.
  - d. All events must follow election year rules.
5. Library space may not be used to directly solicit business or collect contact information from program attendees to market any product or services.
  6. Sale of merchandise (as in author events) is left to the discretion of the Director or designee.
  7. No admission fee may be charged for entrance to an event in the program rooms. Donations may not be solicited unless approved by the library director, designee, or the Board of Trustees.
  8. Groups that normally collect dues/membership fees may use the program rooms so long as their meeting on library premises are open to the public at no charge.
  9. No cost of materials fee may be charged for a meeting, event or program.
  10. Except as a location designation, the library's name may not be used in any publicity relating to its use.
  11. Meetings must be conducted in such a way as not to disturb library operations.
  12. Library staff must always have free access to meeting rooms. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with these regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space. Meetings in progress observed to be in violation of this policy will be terminated immediately.
  13. The number of people must not exceed the posted capacity limit set by Fire Code Regulations. Inform attendees of the location of emergency exits and emergency evacuation paths.
  14. The library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or attendees.

15. The Contact Person assumes responsibility for participant accommodations and specific articles of compliance as required by the Americans with Disabilities Act.
16. The Contact Person is responsible for returning space to its original configuration and orderliness and check-in with library staff before departing.
17. All preparations should be made on the day of the event. If more time is needed, arrangements must be made in advance.
18. The Contact Person accepts liability for either damage to the library facility or loss of library property and liability for any claims for injuries or damage to persons and arising from the use of the premises by the organization.
19. Programs and or meetings may not disrupt the use of the library by others. Groups/Individuals using library facilities and their attendees must abide by the policies of the library, including but not limited to the Visitor Behavior Policy, Children in the Library, and the Tobacco Use Policy.
20. The following actions are prohibited on Wead Library grounds: smoking; vaping; using tobacco products, illegal drugs; and/or using or ingesting any form of cannabis.
21. As a Malone Central School District Property, New York State law prohibits the sale, possession, or use of alcohol or controlled substances on the property.
22. Burning or lighting of any materials, including incense and candles is prohibited.
23. The library reserves the right to subdivide facility spaces for use by another organization, if necessary.
24. The Director or designee is authorized to deny permission to use library space to any group that is disorderly or that has violated these regulations or library policies in the past.
25. Use of library space by any group shall not constitute endorsement of that group, its beliefs, or activities in any form by the library, its Board of Trustees, or staff.
26. The library reserves the right to determine the number of events held simultaneously at its facilities.
27. Groups and individuals must secure public performance rights to screen films in library meeting rooms 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 this regulation. When possible, Groups/Individuals may communicate with library staff to determine if a film is covered by the library's Public Performance Licensing.

28. We have limited parking for normal library usage and small meetings held at the same time. Consideration should be given to carpooling when your organization may be bringing a large number of people to the library for an event.
29. An organization may not have the name, address, or phone number of the Wead Library to serve as the address of record for an organization.
30. Advertising: For outside programs or events, any materials advertising a program to be held in the meeting rooms must make it clear that the Wead Library is not a sponsor.
31. Announcements, press releases, flyers, etc. relating to the meeting or function need to acknowledge the sponsoring group's contact information.
32. Advertisements and promotions of the event or program shall not use library associated terms including but not limited to Story Time, Story Hour, or Stories & Steam. This rule will help the community differentiate between Wead Library programs and programs or events organized by outside Groups/Individuals.
33. Meeting rooms are not available when the library is not open and must be vacated 15 minutes prior to the library closing.
34. Failure to comply with these regulations may result in the suspension of a Group's/Individual's meeting room privileges.
35. The Director or designee oversees the library facility under the authority of the Board of Trustees. Decisions regarding library space use by outside Groups/Individuals will be made at the discretion of the Director or designee in the best interests of the Wead Library and the community.

## Room Reservation

- A. The individual reserving and assuming responsibility for the room must be:
  1. At least 18 years of age
  2. Present at the meeting/event for which the room has been reserved
- B. A Building Use Application must be completed and submitted to the Director or designee or emailed to [admin@weadlibrary.com](mailto:admin@weadlibrary.com)
- C. The library reserves the right to cancel library space reservations in case of conflict with a library sponsored program. In such cases, every reasonable effort will be made, in a timely manner, to notify the person(s) having made the reservation of the cancellation of their reservation and every reasonable effort will be made to arrange alternate space for the displaced program.

- D. To encourage the use of its program rooms for diverse events and to give all qualified Groups/Individuals access to this service, one day events may be booked 90 days (about 3 months) in advance.
- E. Nonprofit organizations, or Federal, State, County and Town governments and their agencies may request extended (more than one day) program/event reservations 90 days (about 3 months) in advance.
  - i. Application requests exceeding one week may be brought before the Board of Trustees.
- F. The library cannot guarantee the space for regular meetings. Groups/Individuals that want to reserve library space regularly (at least once a week) may only reserve it one (1) week in advance.
- G. Light refreshments may, with prior approval, be permitted in designated rooms. No alcoholic beverages may be served. This request should be included in the Building Use Application.
- H. Arrangements for the use of any library owned equipment (such as projectors or audio-visual units) must be made in advance. This request should be included in the Building Use Application.
- I. The library reserves the right to close the building in extremely bad weather or unforeseen emergencies as addressed in the Emergency Closure Policy. Inquiries should be made by calling the library.

## Use of the Library by Tutors

The use of library space by tutors is addressed in the Wead Library Tutoring Policy.

## Ongoing Use Evaluation

The Library Facility Use Policy will be periodically evaluated in relation to the mission of the Wead Library and library's Long-Term Plan by the Director or designee, library staff, and the Board of Trustees. The Board of Trustees may update or modify this policy as needed. Questions or concerns regarding the Wead Library or this policy should be forwarded to the Director or designee.

## Adopted/Reviewed:

**Adopted:** 9/20/23

**Revised:** 5/12/25

## Resources

Albany Public Library

[https://www.albanypubliclibrary.org/wp-content/uploads/2023/01/RoomUse\\_web\\_12.22.pdf](https://www.albanypubliclibrary.org/wp-content/uploads/2023/01/RoomUse_web_12.22.pdf)

American Library Association -

"Religion in American Libraries Q&A", American Library Association, February 18, 2010.

<http://www.ala.org/advocacy/intfreedom/religionqa> (Accessed June 26, 2023)

Document ID: a771bcao-e719-b544-e522-3b26c50eb338

Bloomfield Public Library

<https://bloomfieldpubliclibrary.org/wp-content/uploads/sites/22/2021/06/Library-Facility-Use-Policy.pdf>

Buffalo Public Library - Facility Use Policy

<https://www.buffalolib.org/becpl-policies/facility-use-policy>

Meeting and Study Room Policy | Madison Public Library. (n.d.). Retrieved from

<https://www.madisonpubliclibrary.org/policies/meeting-and-study-room-policy>