

Meeting Room Policy

Meeting room space in the Woodward Memorial Library is available to organizations at no charge, during regular library hours and on a first come-first serve basis. In line with the Library Bill of Rights, the Woodward Memorial Library welcomes the use of its meeting room for activities of a civic, cultural, and educational nature. The rooms are not available for purely social or religious purposes, for benefit of private individuals or commercial concerns, or where, in the judgment of the Library Director, disorder may be likely to occur. The room is available to nonprofit groups in the community regardless of the beliefs or affiliations of their members. Library programming will take priority over outside groups. The Director has the right to cancel a reservation if the room is needed for library use.

The Program Room in the Children's Room and the Local History room on the mezzanine may be reserved and used for meetings. The Woodward Room on the main floor may not be reserved, but is available for tutors and other small group meetings. This room remains open to the public to browse the collection.

Organizations wishing to use a meeting space are required to call the library (585-768-8300) to reserve the space. The name of the organization, times of the meeting, contact person's name and phone number are required for the schedule. The library appreciates at least 24 hours advance notice for meeting room requests. It is the responsibility of the organization to schedule the meeting room.

Meeting space may only be used by non-profit organizations. Meetings must be free and open to the public. Use of the meeting rooms does not constitute an endorsement of the views of the user of the room by the Library.

Rules governing use of the meeting room:

- Meetings must be conducted in such a manner as not to disrupt regular library services.
- Activities for minors, age 18 and under, must be supervised by a responsible adult for the entire duration.
- Any organization using the room is responsible for setting it up according to their needs and returning it into the order in which it was found.
- Organizations requiring special audiovisual equipment must make the at the time of room reservation, as the library may not have the equipment available or the library may be required to borrow it from the NIOGA system.
- Refreshments must be discussed in advance with library staff. Organizations are responsible for any utensils, flatware, setup/cleanup, etc.
- Smoking and alcoholic beverages are prohibited.
- The meeting area used must be left in a neat and orderly condition.
- All publicity for the meeting room use is the responsibility of the organization, and the address of the library may not be the official address of the organization.

- No group or organization using the meeting room will discriminate on the basis of race, color, national origin, sex, religion, gender, age or handicapped status in the provision of services.
- Meeting must adjourn and any pre-approved refreshments cleaned up fifteen minutes before the library closes.

Failure to abide by these conditions may result in denial of further use of library meeting space.

Adopted November 10, 1993 by the Library Board of Trustees.

Revised July 12, 2017 by the Library Board of Trustees.

Reviewed 10/22

Revised 3/24