
LIBRARY MEETING ROOMS

Meeting rooms are available for use by community groups. The meeting rooms referred to in this document are:

- The Community Room located on the 1st floor near the Circulation Desk: Capacity 43 – 49 people.
- The Old Watertown Room located on the second floor next to the Reference Desk in the historic part of the Library; capacity 28 people.
- The 1812 McGivney Meeting Room located on the second floor in the historic part of the Library: Capacity 22 people.
- The South Reading Room is located on the main floor in the historic part of the Library: Capacity 66 people.

General Guidelines

- Meeting rooms at the Library are meant to be used for informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, seminars, exhibits, displays, story times, puppet shows, and films.
- There is no charge for meeting room use by nonprofit groups.
- The use of a meeting room does not constitute Library or City of Watertown endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.
- Solicitation, admission or other charges, money-raising activities, and/or sales are not allowed.
- Meeting rooms may not be used for religious services or political campaigns (religious study groups and political forums are permitted).
- Functions must end, and meeting rooms vacated, no later than 15 minutes before the library closes.
- All functions will be conducted in a manner not to disturb other patrons in the Library.
- Groups must provide their own meeting supplies. The Library is not responsible for the loss of personal items, equipment or displays used by groups.
- Library needs will preempt any other scheduled event.
- There is no telephone service in the meeting rooms. Library staff are not available to accept calls or relay messages or page persons using the rooms, except in emergency situations.
- Displays may not be affixed directly to the walls of the meeting room. Library fixtures may not be removed from the walls.
- Due to tight schedules, each organization will be admitted to and must vacate the room at the appointed time.

Reservations

Requests for use of a meeting room may be made by contacting the Library. Requests will be honored on a first-come, first-served basis.

- Person or groups wishing to reserve a meeting room shall file *Meeting Room Scheduling Request Form* with the Library Director or his or her agent. [Form attached]
- To reserve the meeting room the person in charge must be over 18 years of age.
- Reservations are accepted up to two months in advance.
- Notice of cancellation should be made as soon as possible. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled.
- If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.
- If a group is unable to keep the room reservation, it is requested that they give the Library at least a 24 hour notice. Notice may be given by phone, e-mail or in person.
- Meetings will not be scheduled before or after library hours. Group representatives may not enter the Library building before the regular opening time unless prior approval has been given by library administration.
- Groups may not assign their reservations to other groups.

Care and Use of Facilities

- Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- Furniture and/or equipment from the main area of the Library may not be brought into meeting rooms.
- Equipment, supplies, or personal effects cannot be stored or left in library meeting rooms before or after use.
- Attendance at meetings will be limited to the capacity of the individual meeting rooms as listed in this policy.
- Food can be served in the Community Room. If an individual wishes to serve anything other than simple refreshments in any other meeting room, these arrangements must be approved by the Library Director.
- Kitchen facilities or equipment will not be provided by the Library.
- The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- Permission to use Library meeting rooms may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, equipment, or furniture, or causes a disturbance.

MEETING ROOM SCHEDULING REQUEST FORM

- Please fill out both sides of this form completely. Missing information may cause delays in scheduling.
- Scheduling requests should be made at least one week in advance, but will not be accepted more than two months in advance of the requested date(s).

Organization Name _____

Responsible Party's Name _____

Address _____

Phones (day) _____ (cell) _____

(FAX) _____ Email _____

Date(s) of Meeting _____ Approximate Attendance _____

Purpose of Meeting _____

Indicate Meeting Room and Meeting Time:

____ Community Room (capacity not to exceed 49 people)

Meeting Time: _____ Set up time (if required) _____

____ Old Watertown Room (capacity not to exceed 28 people)

Meeting time: _____ Set up time (if required): _____

____ 1812 McGivney Room (capacity not to exceed 22 people)

Meeting time: _____ Set up time (if required): _____

____ South Reading Room (capacity not to exceed 66 people)

Meeting time: _____ Set up time (if required): _____

Setup Required

__ Classroom __ Theater __ Square __ U-Shaped

__ Other _____

Equipment Needed (available on a first come, first served basis):

__ Screen

__ Computer

__ Computer Projector

__ Overhead Projector

__ Easel(s) (Organization must supply paper)

__ Whiteboard (Library will supply markers)

I have read and agree to abide by the current Meeting Room Use Policy and confirm that this room will not be used for commercial purposes. I agree to notify the Library of any cancellation. Failure to do so may result in denial of future meeting room space.

Signature of Responsible Party or Designee _____

Print Name: _____ Date: _____

Flower Memorial Library, 229 Washington Street, Watertown, NY 13601

Meeting Room Set Up

Community Meeting Room

<u>Available Layouts</u>	<u>Maximum # of People</u>
Classroom Seating	12 or 16 (3 or 4 per table) 1 table for teacher and 4 max for students
Theater (chairs only)	42
Square	12
U-Shaped	3- table "U" = 13; 4 table "U" = 19

Old Watertown Room

<u>Available Layouts</u>	<u>Maximum # of People</u>
Large Oval Table	12 people; space is available for 1 additional large table

1812 McGivney Room

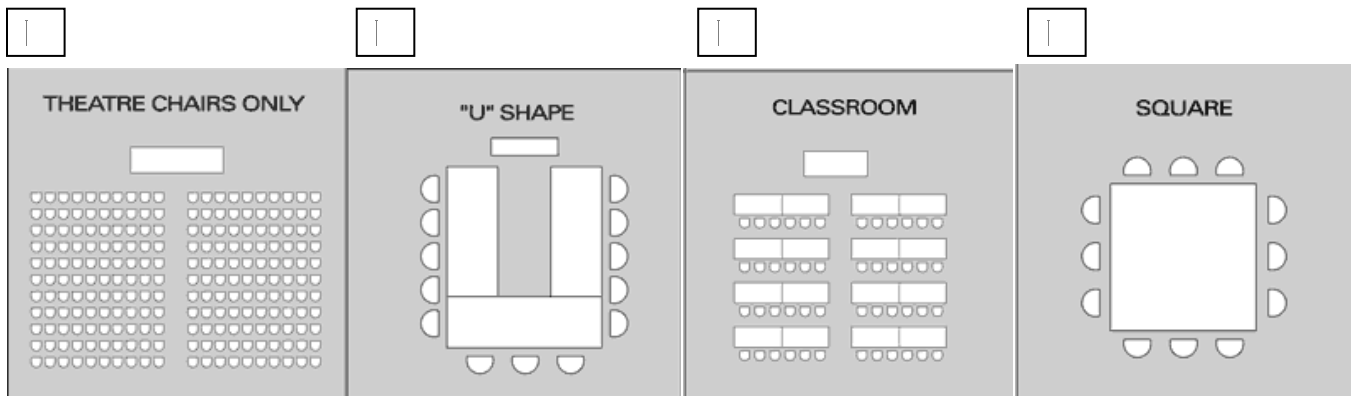
<u>Available Layouts</u>	<u>Maximum # of People</u>
*Flexible Space	22 People

South Reading Room

<u>Available Layouts</u>	<u>Maximum # of People</u>
*Flexible Space	66 People

*room can be set up based on user's needs.

Room Configurations (please check box):



To reserve a room, contact Andrea Haley at 315-785-7702 or ahaley@ncls.org.
Then, complete this form and mail it to: Andrea Haley, Administrative Secretary
Roswell P. Flower Memorial Library,
229 Washington Street
Watertown, NY 13601

Form may also be faxed to 315-788-2584.