
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: Maximum 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: Maximum capacity 28 people.
- The 1812 McGivney Meeting Room located on the second floor in the historic part of the Library: Maximum capacity 22 people.
- The South Reading Room is located on the main floor in the historic part of the Library: Maximum 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.
- In order to reserve a library meeting room for public use, the business, individual or organization may be required to obtain insurance. Any activities beyond routine library usage will require insurance unless the Library Director or his/her designee determines otherwise.
- Groups of ten (10) or more must use off-site parking.
- The library reserves the right to refuse facility use for activities that infringe upon, delay, or conflict with library objectives.
- The number of occupants must be limited to the safe capacity of the meeting space.
- Although a meeting space might be available for use on the date of the requested event, an organization may be denied use under the following circumstances:
 - Damage to library property from prior room use.
 - Failure to make restitution for cost of damages to library property from prior room use.
 - Violation of one or more of the library policies/regulations regarding facility use.
- Meeting room use after library hours is prohibited unless approval obtained from the Library Director. Fees may apply.
- There is no charge for meeting room use by nonprofit groups. For-profit groups which meet more than once a month at the library will be charged a fee of \$20 for use of the Old Watertown Room or 1812 Room and \$50 for use of the South Reading Room or Community Room.
- 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. Religious study groups 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. Nonprofit organizations will preempt any for-profit organizations.
- There is no telephone service in the meeting rooms. Library staff is 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.

Political Use:

The Trustees of the Flower Memorial Library believe that as trusted public institutions, libraries play an important role in ensuring that patrons have access to information which allows them to fully participate in civic and political debate, helping them to make informed decisions. The library supports democratic dialogue and wishes to provide time and space for political discourse and the robust exchange of ideas.

Thus, we will allow political meetings if and only if the meeting adheres to the general meeting room policies.

It is essential that any meetings should not have an impact on library staff, library services and operations; affect patrons' experience of library use; or have an effect on the library's reputation in that they might be seen as endorsing the candidate or political party. As stated above, 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. Violation of this rule will result in the meeting being cancelled.

The Library Director has final discretion in making a determination as to whether or not a meeting meets these requirements.

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. No groups may use the meeting rooms at intervals so regular that the library becomes its primary meeting space.
- 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. A fee may be charged for organizations which fail to show for two meetings in a row.
- 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 or after normal operating times 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.

Approved by the Roswell P. Flower Memorial Library Board of Trustees on February 11th, 2020

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) & Time 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

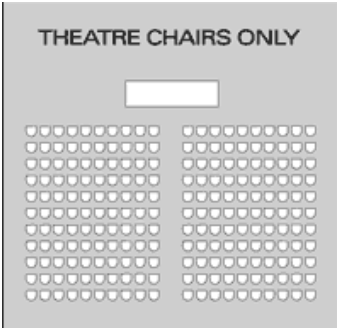
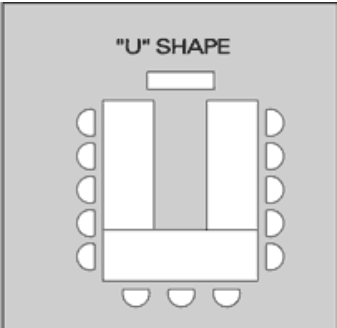
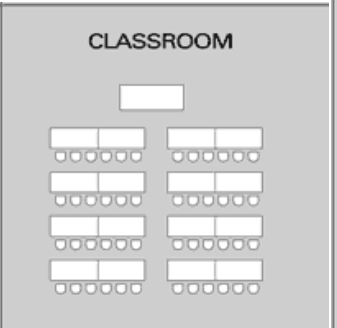
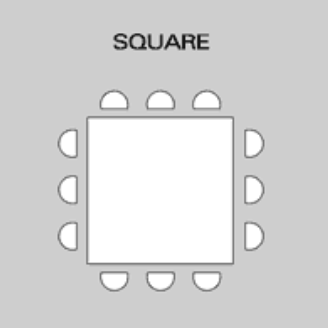
<u>Available Layouts</u>	<u>Maximum # of People</u>
*Flexible Space	22 People

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):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THEATRE CHAIRS ONLY 	"U" SHAPE 	CLASSROOM 	SQUARE 

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

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