

## Community Use of Library Meeting Rooms

The Josephine M. Littlejohn and Small Conference meeting rooms in the Seneca Falls Library are available to non-profit groups primarily serving the needs of the community.

Rooms are available on a first come, first served basis. Library events have priority, and the library reserves the right to cancel reservations with two weeks notice.

Rooms are available during regular library hours. Arrangements must be made 3 weeks in advance with the Library Director if hours are requested outside regular hours.

Groups wishing to reserve the Josephine M. Littlejohn or Small Conference room must complete an application and submit it to the Library Director for approval.

The kitchen can be used to support a meeting or event, but it is not to be used as program space or to prepare food for sale. If the kitchen is used, please be sure it is clean when your event is over.

Groups are responsible for ensuring the room is tidy prior to their departure.

Public meeting room use does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings should not be publicized in a manner that suggests library sponsorship or affiliation.

The meeting rooms may not be used for:

- Partisan political events, such as political rallies and demonstrations, fundraisers, and promotion or endorsement of political candidates.
- Religious or philosophical/motivational groups that wish to hold services, ceremonies, prayers, or events to recruit new members.
- Private social functions, such as showers, birthday parties, wedding receptions, etc.
- Events with the primary goal of selling a service or product to attendees.

If you have any questions, please call the library at 568-8265. We will notify you if your application has been approved within one week of receipt. Please make reservations at least three weeks in advance.

### **History:**

Approved by the Board of Trustees May 19, 2014