Phillips Free Library

MEETING ROOM POLICY

The Phillips Free Library's community meeting room is available as a meeting room free-of-charge on a first come, first serve basis to groups serving the needs of the community, such as educational and literacy groups, civic betterment organizations, cultural and artistic groups. Reservations are required at least five business days before the meeting.

The room is available during regular library hours. It holds only 10 people and cannot be used when regularly scheduled library programs are occurring. For the library's opening hours go to www.phillipsfreelibrary.org.

Library events always have priority for library space. The library reserves the right to cancel advance reservations in favor of library programming with 30 days notice.

When using the room for an event open to the general public Phillips Free Library requests the person in charge of the event to have a current certificate of completion of the New York State Sexual Harassment Prevention Training. Compliance with a partial Phillips Free Library's Staff Member Ethics Statement (attached) is requested too in this case.

The community meeting room is not completely private. Access to two other rooms is through the community meeting room; patrons and staff need to have access to those at all times.

Groups wishing to reserve the community meeting room are to be referred to the library director or their designee for approval. Dates are not to be posted without approval.

A group can use the room a maximum of 12 times a year, or at the discretion of the library director.

The library does not set up the room for groups and doesn't provide any equipment. All groups utilizing the facility are expected to return the room's tables, chairs, and any other moveable items to their original places. In addition, any and all food or drink items will be removed from the room and the refreshment area cleaned and left in an orderly manner. Food and drink may not be taken out of the meeting rooms to any other areas of the library.

The library staff is not responsible for items left unattended; they will be considered abandoned after two weeks.

The library director or their designee reserves the right to refuse the use of the room whenever such use does not conform to these policies, with final approval of the library board.

Our mission is to empower and inspire all people to grow and connect with one another to create a better world for all.

Phillips Free Library's Staff Member Ethics Statement, applicable parts in case an event is open to the general public.

- I will comply with all national, state and local laws, rules and regulations regarding public libraries, and follow only legal, professional and ethical procedures to bring about desired changes.

- I will make decisions in terms of customer service, program planning, and collection development, and the educational and informational needs of all citizens, with full and deliberate consideration of Phillips Free Library's Vision and Mission Statement.

- I will not endorse censors, or represent the interests of individuals, organizations or political views which are in conflict with the role of the library to serve the entire public.

AGREEMENT

Groups are welcome to serve light refreshments. Advance notice must be provided if food-catering services will be used.

Alcoholic beverages are not allowed.

The library does not supply utensils, dishes, or paper products. Nor do we supply and set up equipment for groups.

The library does not set up the table and chairs for any groups using the meeting room. The meeting room and kitchen must be left clean and in the same set-up as it was found in. All waste and recyclables must be removed from library premises.

Smoking is not allowed in any part of the library.

The group using the meeting room will be held responsible for any physical damage to library property.

Signing of this policy constitutes an agreement by the undersigned to adhere to the Meeting Room Policy and to ensure that no member of the group violates the rules set forth.

Signed_____ Phone number_____

For_____ Date_____
(Group Name)

Approved by the Board of Trustees 11/17/2023