

VI FACILITIES P6000

A. EQUIPMENT AND FACILITIES P6100

1. Library equipment is available for use by groups with the prior approval of the Director. This includes and applies only to the Community Room, the P.A. System and the multimedia projector.

B. MEETING SPACE USE POLICY P6200

1. The library is pleased to be able to offer three meeting spaces for use by community groups which offer philanthropic, civic, educational or cultural programs. Reservations may be made in person or online on a first-come, first-served basis. Application forms must be filled out by a representative of the organization seeking to use the space. Such individuals shall accept responsibility for any damages to library equipment and furnishings which may occur. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

2. The following are general rules of use for reserved meeting spaces:

- a. All meetings must be open to the public.
- b. Groups must follow maximum occupancy limits set by the Town of Ballston Building Department.
- c. Spaces may be reserved no more than forty-five days in advance.
- d. Use of the spaces is limited to 24 times per year for each organization.
- e. It is understood that library programming will have first priority in space use.
- f. There will be no charge for use of the meeting spaces.
- g. No admission may be charged by the group.
- h. Meeting spaces are not available for purely social or commercial functions.
- i. Refreshments, with the exception of alcoholic beverages, may be served and shall be provided by the group.
- j. The people using the meeting space shall be responsible for setting up before and after use and leave it in neat, clean, orderly condition; if not, a cleaning fee may be charged.
- k. The Library is not responsible for any equipment, supplies, materials, or other items brought to the Library by any group or individual attending a meeting.
- l. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.
- m. A meeting may be terminated if found by the Director to be disruptive to regular library services.
- n. The Community Room has a separate outside entrance and may be used after hours with the consent of the Director.

- o. The Library Board reserve the right to refuse an application if the intended use violates any Library policy.
- p. Library equipment is available for use by groups with the prior approval of the Director. This includes and applies only to the Community Room, the P.A. System and the multimedia projector.