

## Meeting and Study Rooms Policy

### Gates Public Library

The Meeting and Study Rooms in the Library are under the sole control of the Library Board of Trustees, with the Library Director or designee administering policy established by the Library Board.

#### I. Available Spaces:

ROOM	CAPACITY	TECHNOLOGY AVAILABLE
Mark Assini Meeting Room	70 people	AV projection system, WiFi
Community Meeting Space A*	63	AV projection system, WiFi
Community Meeting Space B*	63	AV projection system, WiFi
Community Meeting Spaces A+B	127	AV projection system, WiFi
Small Study Room	4	WiFi
Large Study Room	8	Videoconferencing PC, WiFi

\*A moveable partition can divide the Community Space in half; however, sound may bleed through when both spaces are in use.

#### II. Purpose:

- The Meeting Rooms are designed and intended to directly aid and supplement the activities of the Library. As a secondary purpose, the Meeting Rooms can be used by the public:
  - At no cost for the gathering of non-profit scientific, literary, civic, cultural or educational groups;
  - For a fee (as described in Section VII below) for private events and for-profit groups.

The Meeting Rooms are not intended as public halls for general use. The Study Rooms are designed for study, tutoring, and small meeting use by the public. Non-profit groups may use the Study Rooms free of charge. For-profit groups may use the Study Rooms for a fee as described in section VII below.

#### III. Priorities Granted in Use of Rooms:

- Meeting Rooms: As the purpose of the Meeting Rooms is to aid and supplement Library activities, all Library-sponsored programs and use will have first call for these rooms. Times reserved for Library-sponsored activities cannot be displaced. "Library-sponsored" shall be interpreted as those activities organized and sponsored by the Library staff, Friends of the Library group, and volunteers with the consent of the Library Director. In addition to Library programs, internal Library use of Meeting Rooms covers staff meetings, training, etc.
- Study Rooms: While the Study Rooms are primarily intended for public use, the Library reserves the right to prioritize use for Library meetings, one-on-one programs, and other Library-sponsored uses.

#### IV. Use by Individuals/Groups not Library-Sponsored:

After Library needs for Meeting and Study Rooms have been filled and assigned to a schedule, the rooms may be requested by individuals and groups.

- a. Rooms are available to individuals and groups in Monroe County, with Gates residents given

- priority.
- b. Nonprofit Use is defined as meetings or events open to the public and held by non-profit scientific, literary, civic, cultural or educational groups. For-Profit Use is defined as using the rooms for private events, business, for-profit, or other non-cultural, non-civic, or non-recreational purpose.
  - c. There is no fee for Nonprofit Use. See Section VII below for For-Profit Use fees.
  - d. **Meeting Rooms** must be requested using the Library’s Meeting/Study Room Request Form (<https://gateslibrary.org/request-the-meeting-room/>). **Study Rooms** may be requested using the same form, or in person, by phone, or by email ([gatesreference@libraryweb.org](mailto:gatesreference@libraryweb.org)). *Requestors should not assume their booking is set until receiving a response from the Library. Requests made by online form or email may take up to 1 week to process.*
  - e. Rooms are available on a first come, first served basis. No reservations will be booked more than two (2) months ahead.
  - f. The rooms are not available on Sundays, holidays or times when the Library is closed.
  - g. Use of rooms cannot extend beyond the Library’s business hours. Users must vacate the room 10 minutes before the Library closes.
  - h. The person booking the room will be responsible for any damage to the room.
  - i. The Library should be notified promptly of any cancellations. Frequent cancellations or no-shows may result in loss of room privileges.
  - j. To ensure equitable use of its facilities, the Library reserves the right to limit room usage:

MEETING ROOMS	STUDY ROOMS
<ul style="list-style-type: none"> <li>• Walk-ins are not allowed.</li> <li>• An individual or group may reserve Meeting Rooms for up to 16 hours per month.</li> <li>• Only one reservation may be made at a time; there is no block-booking. Requestors must wait until their meeting has concluded before making another reservation.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk-ins and reservations are both allowed.</li> <li>• An individual or group may use the Study Rooms a maximum of once per day, for a 2-hour time block. Users can request time extensions if there is not an existing reservation or walk-in waiting.</li> <li>• Only one reservation may be made at a time; Requestors must wait until their meeting has concluded before making another reservation.</li> <li>• Study Room reservations may be forfeited to a walk-in if the reservation arrives more than 15 minutes late.</li> <li>• Block-booking may be allowed in special circumstances (i.e. tutors) at the discretion of the Library Director; however, an end date must be provided.</li> </ul>

V. Promotion of Meetings not Library-Sponsored:

An individual’s or group’s use of the Library’s Meeting or Study Rooms does not in any way constitute an endorsement of the user’s policies or beliefs by the Library or its Board of Trustees. Any publicity must clearly state who is sponsoring the event. No individual or group may imply in any way that the Library is sponsoring or in any way is underwriting or supporting any event. The Library will not promote any events held in Library Meeting or Study Rooms unless they are Library-sponsored or co-sponsored events.

VI. Solicitation of Funds/Donations:

- **Non-profit groups:** No entrance fees may be charged for meeting or event, nor contributions collected, except for voluntary contributions to offset the cost of refreshments. For authors or artists conducting a book signing or performance, copies of the artist’s work (book, CD, etc.) may be sold if the material supports the program.
- **For-profit groups:** No entrance fees may be charged for meeting or event, nor contributions collected, except for voluntary contributions to offset the cost of refreshments. For-profit groups may promote their products or services and distribute business cards and literature, but no financial transactions may occur in the Library.

VII. Fees for For-Profit Use (as defined in IV,b above):

Room	Capacity	Reservation Fees:
Mark Assini Meeting Room	70 people	\$50 for first hour; \$15 each added hour
Community Meeting Space A	63	\$50 for first hour; \$15 each added hour
Community Meeting Space B	63	\$50 for first hour; \$15 each added hour
Community Meeting Spaces A+B	127	\$75 for first hour; \$20 each added hour
Small Study Room	4	\$5 for up to 2 hours; \$2 each added hour
Large Study Room	8	\$5 for up to 2 hours; \$2 each added hour
<b>HOW TO PAY:</b> Payment may be made by cash, credit card, or check (checks payable to Gates Public Library). Payment must be made at the Circulation Desk at the start of room use (no pre-payment).		

VIII. RULES:

Failure to adhere to any of the following requirements may result in loss of Meeting or Study Room privileges:

1. All present must conform to the Library’s [Patron Code of Conduct](#).
2. The group shall be responsible for the conduct of the members and guests during the period of time in which the meeting or function is being held.
3. Children’s groups may use the rooms provided an adult (18 years old or older) supervises them.
4. The Library cannot guarantee furniture setups. Individuals and groups must be prepared to set up their own furniture and are also responsible for moving their own equipment and materials. Room must be restored to original condition.
5. Nothing may be hung from walls or ceiling without prior approval of the Director or designee.
6. An audiovisual presentation system is available in both Meeting Rooms and a videoconferencing PC is available in the Large Study Room. Groups needing access should note this when making the reservation, so that staff can arrange to be available for training at meeting time.
7. Lights must remain on at all times unless for the use of audiovisual equipment.
8. No Smoking, vaping, or tobacco use.
9. No Alcoholic Beverages. Only non-alcoholic beverages with lids may be consumed.

## 10. FOOD POLICY:

- Meeting Rooms: Meals may not be prepared in the Meeting Rooms. Catered meals may be served in the Meeting Rooms. The Library will not provide additional appliances, food, or beverages.
  - Study Rooms: Meals may not be prepared in the Study Rooms. Only beverages with lids and cold snacks may be consumed in the Study Rooms; no hot foods, take-out foods, or delivered foods are allowed. The Library will not provide additional appliances, food, or beverages.
11. All meetings must end 10 minutes before the Library closes.
  12. Damage or misuse resulting in cleaning expenses to the Library may result in loss of room privileges and/or a bill for repairs or cleaning. Any damage is the responsibility of the person making the reservation and the organization.
  13. ADA: It is the responsibility of the group booking room to provide interpreters, assistive devices, or any other requested aid to disabled people in accordance with the Americans with Disabilities Act. The Library does not provide these services to outside groups. In addition, any publicity for this meeting must carry a statement about the group's adherence to the ADA.
  14. Library telephones may not be used by Meeting or Study Room users. Library staff is not responsible for messaging.
  15. Interpretation and exceptions of this policy is at the discretion of the Library Director or designee.

Adopted: January 1969

Section 4 Addition: Adopted November 15, 1978

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Section 5. C. 4 Adopted: February 19, 2003

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Revised (adding Study Rooms, For-Profit Use and other changes): January 18, 2023