

# BROOME COUNTY PUBLIC LIBRARY MEETING ROOM POLICY

## Introduction:

As a public institution dedicated to free expression and free access to ideas presenting all points of view concerning the problems and issues of our times, the meetings rooms in the Broome County Public Library are available on equal terms for the lawful activities of all community groups, regardless of their beliefs or affiliations. Granting of permission to use the library meeting rooms does not imply library endorsement of the aims, policies or activities of any group. Serving alcoholic beverages is prohibited. Personal and family events are prohibited, such as birthday parties, wedding or baby showers.

## Availability:

- BCPL programs receive first priority
  - Available to community groups on a first come first served based on receipt of payment
  - Organization booking the room is responsible for supplying an interpreter if one is requested
- Groups are responsible for enforcing existing safety regulations:
- 1) No smoking at any time inside the building or outside
  - 2) Exits and entrances must be kept free of obstruction
  - 3) Meetings should not disrupt ordinary library activities
  - 4) At the start of each meeting, speaker should point out emergency exits

## Fees:

- Payable in advance and are non-refundable, unless the library must cancel for any reason.
- Broome County Departments and City of Binghamton are exempt from fees.
- \$30 per hour plus mandatory \$15 for ½ before the session and \$15 for ½ hour after the session.  
\$60 minimum

## Application Process:

- A representative of the group, who has read and agrees with the policy, must submit the Meeting Room Reservation Form and applicable fees within one week of initial phone request for confirmation of date
- Meeting presenter must be aware of Meeting Room Policy
- **Any organization holding a meeting open to the public MAY NOT charge an entry fee**  
No group or individual may solicit for donations within the library except BCPL, Friends of BCPL or Broome County Historical Society

## Scheduling:

- All meetings must be scheduled during normal operating hours and end by 7:30 p.m. Mon.-Thurs. or 4:30 Fri.- Sat.
- Exceptions are made to Library related meetings and the Broome County Board of Elections
- **Cancellation must be made at least 2 days in advance** – Library Director may restrict future meeting if cancellation requirements are not met.
- **Meetings must be completed and room empty by library closing time**

## Liability:

*The representatives of the Group must sign a room usage agreement that memorializes all of the requirements contained herein and approved as to form by the Library Board of Trustees' legal counsel. The Group agrees to indemnify and hold the Broome County Public Library, Library Board of Trustees, and the County of Broome and any officer, employee and/or agent thereof free and harmless from any and all loss(es), penalty(ies), damage(s), settlement(s), cost(s), charge(s), professional fee(s) or other expense(s) or liability(ies) of every kind arising from or relating to any and all claim(s), lien(s), demand(s), obligation(s), action(s), proceedings or causes of action of any kind in connection with, or arising directly or indirectly from the usage of the room including negligent error(s) and/or omission(s) and/or act(s) by the Group, including Group's employees and licensees or invitees*

**MEETING ROOM RESERVATION FORM**

Reservation Form should be completed, signed, and submitted with the applicable fees within (1) one week of initial request.

Organization Name: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Open to Public                      Organization Meeting Only

Organization Representative:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ (only within posted library hours)

Meeting Time: \_\_\_\_\_ Arrival/Departure time: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

**Meeting rooms may be booked at \$30 per hour plus a mandatory fee of \$15 for both 1/2 hour before and 1/2 hour after the session. Please circle room requested.**

- **Decker Community Room** (80 people maximum)  
*Available: PC presentation – **organization must supply own laptop***
- **Exhibit Room** (49 people maximum) Overhead projector
- **Computer Lab** (12 computers plus 1 instructor computer) – NO FOOD OR BEVERAGES
- **Ahearn Business Resource Center** (16 people maximum)

**I have received, read, understood, and agree to comply with the Broome County Public Library Meeting Room Policy.**

I hereby fully release and discharge the Broome County Public Library Board, the County of Broome, its officers, agents and employees from any and all claims from injuries, including death, damages, or loss, which may arise or which may be alleged to have arisen out of, or in connection with the above meeting(s) in the Broome County Public Library.

The County of Broome, the Broome County Public Library and their employees are hereby released from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and cause of action of any kind and nature arising or growing out of or in any way connected with personal equipment brought in the Library.

I further agree to indemnify and hold harmless and defend the Broome County Public Library Board, the County of Broome, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the above meeting(s) in the Broome County Public Library.

Costs for damage and restoration will be charged. People reserving the meeting room must be at least 18 years of age.

Signature \_\_\_\_\_

Date \_\_\_\_\_