

Coburn Free Library Meeting Room Policy

- Rooms must be requested in advance. Email director@coburnfreelibrary.org or call (607) 687-3520 to schedule a meeting room.
- You must check-in with staff upon arrival.
- Priority is given to library-sponsored programs and those offered by groups and organizations affiliated with the library.
- Rooms may be used by non-profit neighborhood and community-based groups, civic groups, and non-commercial organizations.
 - Commercial organizations may use the meeting rooms when providing library-approved, free resources to the community.
 - The provision of meeting room space to a group is not an endorsement of the group, its beliefs, or its speech. The Board of Trustees or the Director has the right to deny use of the meeting room space.
- Meeting rooms are available when the library is regularly scheduled to be open. Meetings should end no later than 15 minutes before closing.
- Rooms should be left clean and all meeting attendees should leave promptly before the building closes.

Coburn Free Library

Public Sitting Spaces Policy

- Public sitting spaces are located throughout the library such as work tables, sitting areas, and study carrels.
- These spaces are provided for the following uses: reading, homework, research, or other educational and non-profit undertaking approved by library staff.
- These spaces are not to be used for profit. They may not be used to conduct private business.
- You may be asked to vacate the area by library staff at any time.