Coburn Free Library Meeting Room and Sitting Area Policy

Adopted: 9/2/21

Revised: 5/16/24, 10/15/26

Reviewed:

Purpose

The Coburn Free Library meeting room and sitting area policy establishes the guidelines for how the public can reserve and utilize the library's meeting rooms and how the public may use public sitting areas in the library.

Definitions

Library Programs: Programs run by the library and library staff members.

Library Hosted-Programs: Programs that the library collaborates with outside groups, organizations and non-profits to provide education, programs, and resources for the community.

Meeting Rooms: designated spaces within the library in which the public can reserve for approved purposes.

Public Sitting Areas: various open sitting areas including chairs, work tables, and studying carrels throughout the library.

Meeting Room Policy

The Coburn Free Library has two meeting rooms that are available for public use.

The Eva Thomas room which is suitable for smaller meetings of 10 to 15 people. The Eva Thomas room is also home to the library's genealogy collection, staff may briefly interrupt a meeting if a book is needed off the shelf. Patrons will not be permitted to browse during reserved time.

The Hilda Grimes room which is suitable for larger meetings of under 45 peoples. This room is semi-private. Staff or patrons may walk through as it is the only accessible way to reach the elevator on the second floor. Tables and chairs are available for patrons or groups to set up themselves. The room must be returned to its original state before the meeting ends.

Meeting Room Use

Priority is given to library programs, library-hosted programs and 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.

Rooms may NOT be used for the following:

- Programs involving the sale, advertising or promotion of products or services.
- Organizations charging for attendance. Exceptions may be made by the Director or their designee for meetings sponsored by approved non-profit groups.
- Partisan political meetings or events (e.g. political rallies and demonstrations, promotion or endorsement of political candidates). Organizational meetings are allowed.
- Religious or philosophical/motivational groups that wish to hold services, ceremonies, prayers or events to recruit new members.
- Social functions such as showers, birthday parties, etc.

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 library director has the right to deny use of the meeting room space.

Reserving Meeting Rooms

Rooms must be requested at least 24 hours in advance. Email director@coburnfreelibrary.org or call (607) 687-3520 to reserve a meeting room. To reserve a room approved patrons and groups must provide a contact name and phone number. The library reserves the right to cancel reservations with 2 weeks' notice.

Meeting rooms are available when the library is regularly scheduled to be open. Meetings should end no later than 15 minutes before closing.

You must sign in at the front desk before going up to your reserved room.

Rooms should be left clean and all meeting attendees should leave promptly before the building closes.

Public Sitting Areas Policy

Public sitting spaces are located throughout the library such as work tables, sitting areas, and study carrels. These spaces are available at a first come-first serve basis.

These spaces are provided for the following uses: reading, homework, research, or other educational and non-profit undertaking approved by the library staff. Please be aware that these are public spaces, please be courteous to other patrons. Wear headphones, take phone calls outside and be aware that conversations will be overheard.

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.