Galway Public Library
Meeting Room Policy

The Galway Public Library has two meeting rooms: the Program Room (capacity 45 people) and the Conference Room (capacity 12 people). This policy also applies to outdoor space use for meetings and events.

The meeting rooms are primarily for library-sponsored programs and activities. The meeting rooms are also available free of charge for public programs or private meetings by non-profit community groups, tutors, study groups, and individuals headquartered in, or serving, the Galway Central School District.

Procedures:

- Anyone interested in room use should review this Meeting Room Policy on the library website prior to making a request for use.
- Adults may request room use via a form on the library website (preferred), or by email, phone, or in-person. Reservation requests must be approved by the Library Director and are considered in order of receipt and are based upon availability.
- Rooms may be used during open library hours unless approved by the Director.
- The library should be notified promptly if room use is no longer needed. The library reserves the right to cancel a reservation for library purposes. If the library is closed because of weather or an emergency, the meeting rooms are closed.

Guidelines:

Room use is intended for educational, cultural, informational, and civic activities:

- All community group programs and meetings shall be free and open to the public. A fee to cover materials may be charged. Publicity for these events should clearly identify the hosting organization.
- With the exception of tutors, rooms may not be used for commercial/for-profit purposes such as investment seminars or sales/service demonstrations. If a room is available, individuals may use the space for work, but they may not reserve the space.
- Except for events sponsored by the library or library-affiliated organizations, rooms may not be used for fundraising or political campaign events. Authors/performers can only sell materials at a library-sponsored presentation.
- The rooms are not available for private social functions such as weddings, birthday or anniversary parties.

Facilities:

- Users are responsible for setting up tables and chairs. Furniture should be returned to its original location, and the room should be clean.
- Library equipment may be used only with library permission. If equipment is needed, a request should be made with the reservation request.

- Programs that involve the use of materials (paint, flame, etc.) that may damage the facility are not permitted without approval from the Director. Users are responsible for any damage caused.
- Refreshments are allowed in the Program Room, but not in the Conference Room. All refuse must be disposed of properly.
- No smoking, use of tobacco products, or alcohol is allowed on library premises.
- No animals, except service animals, are permitted in the building without preapproval from the Director.

Supervision:

- The presence of an on-site library representative is required during scheduled use.
- Activities for minors must be supervised by responsible adults.
- The applicant is responsible for the observance of all rules and for the conduct of attendees on the library premises.
- The Library may monitor meetings to insure compliance with rules. The Library can cancel a program at any point for infringement of any rules.

Disclaimer:

The organization/individual using the room shall indemnify and hold the Galway Public Library and Board of Trustees harmless from any and all personal liability arising from the use of library facilities. The Library is not responsible for accidents, injury, or loss of individual property while the rooms are in use.

Meeting space is provided on an equitable basis, but does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space.

Approved by GPL Board of Trustees _____