

Public Spaces Policy

The Plattsburgh Public Library is a public institution that seeks to support the educational, civic, and cultural activities of community groups and organizations. These guidelines are used in offering any and all public spaces in the library for public use. The use of library spaces by an organization or group does not constitute an endorsement of the philosophy of the organization or group. Although there is no charge for the use of library spaces, any donations organizations wish to give to the library will be appreciated and will be used to fund improvements to library furnishings, equipment, and facilities.

PURPOSE OF MEETINGS:

The Library's public spaces may be used by community groups, non-profit organizations, and government agencies for educational, civic and cultural activities. Social activities may not be held in the Library, with the exception of library functions. Religious activities may not be held in the Library.

GENERAL GUIDELINES:

- ◆ All meetings must be open to the public regardless of age, educational background, national origin, political beliefs, race or religion.
- ◆ Items on display in public spaces must be appropriate for viewing by juveniles.
- ◆ No admission fees, sales, or solicitations of donations may occur without prior approval of the Library Director.

RESERVATION GUIDELINES FOR THE SECOND FLOOR PUBLIC SPACE:

- ◆ Library functions and programs will be given priority in scheduling reservations.
- ◆ Reservations must be made in person, in writing.
- ◆ Reservations are made on a first-come, first-served basis, and are subject to the approval of the Library Director.
- ◆ Use of the second floor public space is limited to the normal hours of operation of the library; set-up and clean-up times must be taken into consideration when making reservations.
- ◆ Reservations may be made at least 10 days in advance.
- ◆ Youth groups wishing to use the second floor public space must have one adult for each 15 youth attending.
- ◆ Reservations may only be made on a recurring basis if they do not hinder use of the room by other organizations; this is at the discretion of the Director.
- ◆ Use of the second floor public space may be denied to any group that is disorderly.
- ◆ Following meetings, the individual making the reservation is responsible for notifying staff of the actual number of people in attendance for library record keeping.

GUIDELINES FOR CARE AND USE OF LIBRARY SPACES:

- ◆ Groups using the second floor public space are limited to that room and second floor restroom only. The remainder of the second floor is a non-public area.
- ◆ The Library is a smoke-free environment. This includes e-cigarettes.
- ◆ Food and drink are not allowed without prior approval. The Library does not provide food-related supplies, utensils, or equipment.
- ◆ Alcohol is prohibited in the Library.
- ◆ Organizations are responsible for the set-up for their meetings. Chairs and furnishings must be replaced and public spaces must be left in a clean and orderly condition.
- ◆ Library telephones are not available for use by persons attending meetings; the staff cannot take telephone messages (except in emergencies).
- ◆ Library staff will not register individuals for meetings.
- ◆ Persons attending meetings are expected to watch their children during meetings.
- ◆ Nothing may be affixed to library walls or furnishings. The walls shall not be disfigured or soiled. Nails are not to be driven in the walls or floors. No tape or tacks are to be used on the walls.
- ◆ The use of candles is prohibited in the Library.
- ◆ Neither the name of the library, nor the library's address, may be used as an official address or headquarters for any organization.
- ◆ Library staff is authorized to walk in at any time during a meeting to monitor compliance with the Public Spaces Policy.

SECOND FLOOR PUBLIC SPACE CAPACITY:

- ◆ Seating: 100 chairs
- ◆ Tables: 10 eight foot tables
- ◆ Maximum capacity of the Second Floor Public Space is 100 persons; this will be adhered to strictly.

LIABILITY:

- ◆ The individual/group registering for use of the second floor public space or any other public space in the library is liable for any damage caused during use of the library space.
- ◆ The Library is not liable for any damage to property being used in the Library.
- ◆ The Library is not liable for any injuries sustained by individuals during use of the library's public spaces.