

VI FACILITIES P6000

A. EQUIPMENT AND FACILITIES P6100

1. Library equipment is available for use by charitable corporations based in the Library's area of service groups with the prior approval of the Library coordinated through the Director. This includes and applies only to the Community Room, the P.A. System and the multimedia projector.

Amended September 2023

B. MEETING SPACE USE POLICY P6200

1. Consistent with the Library's mission, The Library is pleased to be able to offer three meeting spaces for use by charitable corporations (not-for-profit, education, religious) based in the Library's area of service, for events that are open to the community which offer philanthropic, civic, educational or cultural programs. Reservations may be made in person or online on a first-come, first-served basis. Application forms must be filled out by an authorized representative (usually an officer) of the charitable corporation of the organization seeking to use the space. Such charitable corporations individuals shall accept responsibility for any damages to library equipment and furnishings which may occur. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.
2. The following are general rules of use for reserved meeting spaces:
 - a. All meetings must be open to the public.
 - b. Groups must follow maximum occupancy limits set by the Town of Ballston Building Department.
 - c. Spaces may be reserved no more than forty-five days in advance.
 - d. Use of the spaces is limited to 24 times per year for each charitable corporation.
 - e. This is not a rental arrangement; the Library is able to terminate a pre-arranged reservation without notice.
 - f. There will be no charge to the charitable corporation for use of the meeting spaces.
 - g. No admission, "suggested donation" or other fee may be charged by the corporation using the space, and fund-raising activities may not be conducted on site.
 - h. Meeting spaces may not be used for retail sales or sales of services are not available for purely social or commercial functions.
 - i. Refreshments, with the exception of alcoholic beverages, may be served.
 - j. The charitable corporation using the meeting space shall be responsible for setting up before and after use and leave it in neat, clean, orderly condition. Failure to abide by this requirement will require the Library to deny further uses, and, per the reservation agreement, may result in financial liability.
 - k. The Library is not responsible for any equipment, supplies, materials, or other items brought to the Library by any group or individual attending a meeting.
 - l. Charitable corporations using the space are required to supply a certificate of insurance naming the Library as additional insured and they will indemnify the Library, its trustees and employees for Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.
 - m. A meeting may be terminated if it is, in the sole discretion of the Library, regarded as found by the Director to be disruptive to regular library services.
 - n. The Community Room has a separate outside entrance and groups with an established history of respectful and compliant use may enter a signed agreement to be entrusted with a key for after-hours access may be used after hours with the consent of the Director.
 - o. The Library Board reserves the right to refuse an application if the intended use violates any Library policy.
 - p. Consistent with the requirements of both the Library and any charitable entity using the space, no political activity may be conducted on site.
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Amended September 2023 ³¹