

Seneca Falls Library Policies and Procedures for Josephine M. Littlejohn Meeting Room and Small Conference Room

The Josephine M. Littlejohn and Small Conference meeting rooms in the Seneca Falls Library are available to non-profit groups primarily serving the needs of the community.

Rooms are available on a first come, first served basis. Library events have priority, and the library reserves the right to cancel advanced reservations with two weeks notice.

Rooms are available during regular library hours. Arrangements must be made 3 weeks in advance with the Library Director if hours are requested not during regular hours.

Groups wishing to reserve the Josephine M. Littlejohn or Small Conference room must complete an application that is approved by the Library Director.

Groups are responsible for ensuring the room is tidy prior to their departure. Please be sure the kitchen is clean if it is used during the meeting.

The number of persons attending the meeting or program must be reported to the circulation desk.

Public meeting room use does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings should not be publicized in a manner that suggests library sponsorship or affiliation.

The meeting rooms may *not* be used for the following:

1. Partisan political events, such as political rallies and demonstrations, fundraisers, and promotion or endorsement of political candidates.
2. Religious or philosophical/motivational groups that wish to hold services, ceremonies, prayers, or events to recruit new members.
3. Private social functions, such as showers, birthday parties, wedding receptions, etc.

Please sign the bottom of this page indicating you agree to comply with the above policies. Please return this form with your application.

Signature

Date

Thank you!

Please mail or fax to: Seneca Falls Library, 47 Cayuga Street, Seneca Falls, NY 13148
Phone: 568-8265 Fax: 568-1606 www.senecafallslibrary.org

Approved by Seneca Falls Library Board of Trustees 4/11/11

**Application for Meeting Room Use
At Seneca Falls Library**

Name of Organization: _____

Address: _____

Contact Person: _____

Phone: _____ E-mail: _____

Non-profit Status: Yes No

How many will be attending meeting? _____

Will you need use of the kitchen?: Yes No

Date Meeting Room is needed:

Time the Meeting Room is needed:

We will require: __a flipchart; __an Overhead projector; __a VCR/DVD/TV;
__a Power Point projector; ___a laptop; ___a wireless Internet connection.

Group Description (please provide a detailed description of the nature of your group, meetings and programs).