

UTICA PUBLIC LIBRARY GIBBING ROOM POLICY

Policy Statement

The Utica Public Library provides the Gibbing Room to support library programs, services, and community engagement. The Library Board recognizes that the Library's facilities are community resources and permits the use of the Gibbing Room by non-commercial groups and organizations established within the City of Utica, subject to the terms and conditions outlined in this policy.

Regulations

1. The Gibbing Room is available for use by recreational, civic, cultural, government, educational and other nonprofit groups.
2. The library reserves the right for staff members to enter the room at any time.
3. Determination of whether a group or meeting purpose meets the criteria of this policy rests with the Library Director or the Library Director's designee.
4. Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods and services is prohibited. Sales of goods in library sponsored or cosponsored programs may be permitted at the discretion of the Library Director if it is reasonably related to the library's purpose (e.g. author sales of books).
5. Meetings with a stated or underlying purpose of selling a product or service; soliciting new customers, clients or patients; promoting commercial ventures; conducting classes for profit-promoting future courses or services entailing fees; offering story time programs; recruiting employees; that may disturb regular library functions; or private events such as parties and weddings are prohibited. This includes uses of the Gibbing Room intended to generate future revenue based upon "free" education programs promoting products or services offered by the sponsoring party. Religious ceremonies, defined as a religious congregation meeting with an officiant presiding over the rituals are prohibited.
6. Literature may be distributed within the Gibbing Room during the meeting, but commercial advertising, such as coupons or testimonials, is not permitted. The placement of signs, banners, materials or decorations outside of a meeting room is not permitted unless approved in advance by the Library Director. Materials brought into the space must be cleared from the Gibbing Room by the time the reservation concludes.

7. Refreshments and food may be served upon advance approval of the Library Director and must be confined to the Gibbing Room. No cooking facilities are available. The group must provide its own supplies for serving and preparation (coffee cups, napkins, plates, etc.) and the areas must be completely cleaned and returned to pre-use state. Alcoholic beverages are prohibited in or on library property without advance approval by the Library Board.
8. Taping, stapling or tacking materials to doors, walls, windows or furnishings and the use of candles or other incendiary objects are prohibited.

Scheduling

1. Applications and reservations must be made by an adult 18 years or older. Groups composed of minors (under 18 years of age) must have adult supervision provided. Meetings must be under adequate adult supervision at all times. The responsible adult must make attendees aware of the library's policy regulations and ensure compliance with the capacity limit indicated on the Gibbing Room application.
2. Scheduling is on a "first come, first served" basis. Applications for use shall be completed and signed by the group representative. Confirmation is upon receipt of the application signed by the Library Director or staff associate. Groups shall be limited to no more than two reservations per month. Meeting room requests can be submitted no more than 3 months in advance. Once approved, authorization to use the Gibbing Room is not transferable to another organization.
3. Library, Friends of the Library, library-sponsored or co-sponsored programs and the City of Utica have priority in the use of the Gibbing room.
4. All use of the Gibbing Rooms shall not interfere with or interrupt the regular operation of the library and must adhere to the Patron Code of Conduct policy and all local ordinances, state and federal law.
5. All meetings shall only be scheduled for use during regular library hours and must include sufficient time to set-up and vacate. The Gibbing Room must be vacated at least 15 minutes prior to the close of regular library hours.
6. A group no longer needing the Gibbing Room must notify the library of the cancellation 24 hours or more in advance. No-show reservations are noted and two or more may result in a one-year suspension of privileges.
7. Meetings will be cancelled in accordance with library policies for temporary closures or emergency procedures. A meeting may be canceled at the discretion of the Library Director or staff member authorized by the Library Director at any time.
8. Accommodations are limited to 60 persons.
9. In the event of an emergency, please contact the Utica Police Department (next door).

Publicity

1. Permission to meet at the library does not constitute the library's endorsement of a group's policies or beliefs.
2. A group must not use the library's name for any purpose other than to indicate the meeting location.
3. Publicity regarding meetings held at the library must contain the prominently displayed following statement: "This program is neither sponsored nor endorsed by the Utica Public Library " A sample of any publicity distributed via commercial advertising or mass mailing must be received prior to distribution for approval by the Library Director or a person designated by the Library Director.
4. The library must not be used for a group's contact for registration, information or headquarters, the only exception being the Friends of the Utica Public Library.

Fees

1. Groups using the Gibbing room are responsible for the condition of the room, library-provided equipment and furniture. They will be billed and must pay for any damage that was a result of their use. The applicant as well as the membership of the group or organization as a whole, accepts all responsibility for the cost to repair, replace, or clean any soiled or damaged facilities or equipment.
2. If special cleaning is required for any reason, the responsible party indicated on the Gibbing Room application may be charged a minimum of \$50.
3. If a meeting runs after the library closes, a \$50 fee may be assessed for every 15 minutes beyond the vacate deadline.

Violation and appeals

1. Failure to comply with this policy may result in forfeiture of the Gibbing Room privileges as determined by the Library Director.
2. A group or applicant whose application has been denied or privileges suspended may appeal the decision to the Library Board.

Disclaimer

1. The library shall not be held liable for any injury sustained or damage done that is related to the use/misuse of equipment or facilities. The applicant and group agree to and shall indemnify, defend and hold harmless the Utica Public Library and its appointed

officials, boards, agents and employees (collectively, the “library”) against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the library or which the library may pay, sustain, or incur by reason of the use of library facilities by the applicant or group.

Special Note: Parking spaces in front of the library are limited and priority is for regular library patrons during open library hours. Gibbing Room users are asked to use the municipal parking lot just east of the library.

Revised August 2003
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Utica Library Board of Trustees