

UTICA PUBLIC LIBRARY GIBBING ROOM POLICY

This meeting room has been provided by the Utica Public Library Board so that the library can promote its program of service to the community. It is available to community groups for educational, cultural, or civic purposes open to the public. It is not available for private parties. **The Gibbing room is available to non-commercial and non-profit groups only.**

I. Availability & Scheduling

- A. The City of Utica has priority for the use of the facilities for elections (the Gibbing Room has been designated as Precinct 1), civic meetings, or library programs.
- B. 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.
- C. Meetings which may disturb regular library functions shall not be scheduled.
- D. Reservations can be placed with the library staff, preferably at least one week in advance, and not more than 3 months prior to the scheduled meeting. Reservations shall be cancelled at least 24 hours in advance.
- E. Applications and reservations must be made by an adult. Groups composed of minors (under 18 years of age) must have adult supervision provided.
- F. Any application may be rejected, or previously granted permission withdrawn, for violation of the rules at the absolute discretion of the Library Director.
- G. In instances of Pandemic or any health crisis which affects the City of Utica and, thus, the Library, the library has the right to close the Gibbing Room to all bookings, including Cancellation of bookings already agreed to, until the library deems the situation to be safe.
Such decision will be made by the Library Director and the Board of Trustees. Appeals May be made to the Board of Trustees.

II. Responsibility for equipment and facilities

- A. Groups must accept financial responsibility for the repair or replacement of damaged or missing equipment, and for the repair of any physical damage to the facilities.
- B. Groups shall obtain permission to use, and provide a qualified operator for, any special equipment. Use of electrical or other equipment must conform to normal fire and safety standards.

- C. Users are responsible for arranging tables and chairs, and for leaving rooms in a neat and orderly condition. This includes placing tables and chairs back on racks provided, and performing basic clean up tasks.
- D. A microwave oven and coffee maker are available for public use. Groups must provide their own supplies, and basic clean-up is expected.

III. **Fee Assessment**

- A. No fees will be charged for City of Utica functions, civic groups (Lions, Scouts, etc.), or for other *non-profit* groups whose offices or chapters are within the City of Utica.
- B. A minimum fee of \$25.00 shall be charged to all other non-profit groups. Some higher fees may be appropriate when groups exceed 50 people or use of the room is four hours or more.
- C. **Commerical groups** may reserve the room at the discretion of the Library Director and/or Board of Trustees. The assessed fee for these organizations is \$50.00 an hour or portion thereof. A \$25.00 non-refundable deposit will be required of said groups.
- D. Organizations that have been denied use of the Gibbing Room by the director and have issue with that decision may draft a letter to the Board of Trustees, stating the name and nature of the organization and the intended use of the room. The Board of Trustees will review the request and inform the group of its decision in writing.

IV. **General regulations**

- A. Accommodations are limited to **60 persons**.
- B. Smoking is **NOT** permitted.
- C. Wall panels may be used for decorations or posters.
- D. No items may be sold without prior and specific approval of the Library Director.
- E. No admission charges are allowed without the written authorization of the Library Director.
- F. Arrangements for the key should be made at the time of application.
- G. In the event of an emergency, please contact the Utica Police Department (next door).
- H. **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.**

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.

This policy governing use of the Gibbing Room has been established by the Library Board of Trustees and is subject to annual review. Any interpretation of these rules and regulations will be decided by the Library Board, and any departure from them may be made only by written authorization of the Library Director or the Library Board of Trustees.

Revised August 2003
Revised May 2006
Revised March 2016
Revised November 2018

Utica Library Board of Trustees

