

Richmond Memorial Library	
Manual Name: Library Policy Manual	Date Effective: 2/10/2026
Section: Meeting Room Use	Date Created/Revised: 1/2010, 11/2011, 9/2013, 12/2016, 1/2021, 2/2026

Meeting Room Use Policy

The Board of Trustees allows the use of meeting rooms at the Richmond Memorial Library to organizations engaged in educational, cultural, intellectual or charitable activities. The Board of Trustees neither approves nor disapproves of content, topics, subject matter or points of view of individuals or groups using the meeting rooms. Permission to use a meeting room does not constitute an endorsement by the library. Except as a designation of location, the name Richmond Memorial Library may not be used in any publicity. Private parties of any kind are not allowed in the library.

Requests

To request a meeting room, a representative of the organization must fully complete the “Meeting Room Request Form” (<https://forms.gle/gU8SyDiQ8f32dBUm8>).

Applications must be submitted not less than 2 weeks, nor more than 3 months in advance of the requested date. In order to make the facilities available to all interested organizations, meetings are limited to once a month or as available. Library administration reserves the right to decline meeting room reservations for purposes which substantially duplicate upcoming or ongoing library programs and events.

- Use of meeting rooms for library purposes takes precedence over other uses.
- All meetings must be open to the public.
- Meeting rooms may not be used for commercial purposes. No products or services may be advertised, solicited or sold. Exceptions to this policy may be made by the Board of Trustees if it is decided to be in the best interest of the library or the community. Approved permission is given to the following:
 - Fundraising to benefit the library, Friends of the Library, the Library Foundation or other library related groups.
 - The sale of works by authors or artists as part of a library program or approved exhibit.
 - Requesting organizations may not charge an admission fee or required donation.

Expectations

The organization and/or individual requesting use of the meeting rooms is responsible for compliance with these regulations. The failure of any applicant to comply with the regulations governing use of the meeting rooms may result in denial of further use by such applicants.

- Please notify the library as soon as possible if you need to cancel your room reservation.
- Please include any library equipment needs in the room booking form. Later requests should be made with at least 48-hour notice. Library staff are not responsible for assisting with personal equipment used by presenters.
- Meeting rooms are only available during the library’s regular hours of operation. Meeting or event set up is not available prior to the regular opening time of 9 am. The library cannot provide access to rooms prior to the confirmed booking time; set up time should be included in room booking. Prior day booking for event set up can be requested, but

will be approved on a case by case basis by the Library Director based on room availability and library programming.

- Groups using the meeting rooms may not exceed the capacity of the rooms.
- Meeting rooms must be left clean.
- Refreshments may be served in the meeting rooms provided the room is left in the condition it was found. No alcoholic beverages are allowed on the premises.
- Smoking, the use of any tobacco products and smoking devices are prohibited in the library and on the grounds.

The Board of Trustees, library staff or the Board of Education for the Batavia City School District are not responsible for accidents, injury or loss of individual property while using the library's meeting rooms.

Fees

- There is no charge for meeting room use during the library's regular hours of operation.
- A donation to the Richmond Memorial Library or the Friends of the Library is always welcome.
- Groups requesting photocopies to be made by the library will be charged at current patron printing rates.

Approved by Board: 2/10/2026	
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