

RICHMOND MEMORIAL LIBRARY
"Your Community Connection"

19 Ross Street, Batavia, NY 14020
585-343-9550 585-344-4651 (fax)

MEETING ROOM POLICY

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.

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.

Groups may not charge an admission fee or required donation.

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 Library 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 or other Library related groups.
- The sale of works by authors or artists as part of a Library program or approved exhibit.

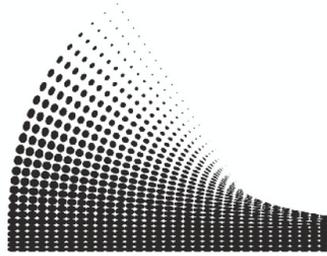
To request a meeting room, a representative of the organization must fully complete and sign the library's application form. Applications must be submitted not less than 2 weeks, nor more than 3 months in advance of the requested date. In order to make the facilities available to all interested organizations, meetings are limited to once a month or as available.

Cancellations require a 48-hour notice.

If it is necessary to use library equipment, it must be requested on the application form. Library staff is not responsible to assist with personal equipment used by presenters.

Meeting rooms are only available during the library's regular hours of operation.

Groups using the meeting rooms may not exceed the capacity of the room.



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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. Refreshments served in the meeting rooms must be purchased through the Café located in the library. The Café is the approved vendor of the Richmond Memorial Library and holds the Genesee County Health Permit for food and drink at the Richmond Memorial Library. 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 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 applicant.

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

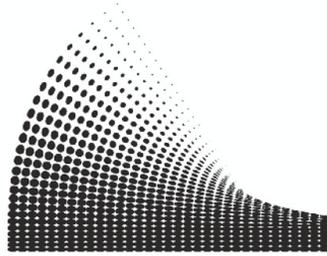
FEES

Groups requesting photocopies to be made by the library will be charged at current patron printing rates.

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.

APPROVED:

By resolution of Board of Trustees
(January 11, 2010)
Amended November 14, 2011
September 9, 2013
December 12, 2016



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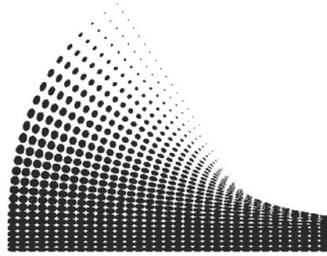
PROCEDURES FOR USING THE GALLERY ROOM AT
THE RICHMOND MEMORIAL LIBRARY

The Gallery Room of the Richmond Memorial Library is available to local artists and craftsmen on a monthly basis for exhibits. It is located in a highly traveled area of the Library, and for that reason, is appreciated by artists who wish to see their exhibits well attended.

The Board of Trustees does not require a commission from the sale of artists' works. Rather, the Board feels it is a service to the community to highlight the works of local artists.

In order to maintain the Gallery Room for use by all participating artists and to preserve the quality of the Room, the following procedures must be observed:

1. **Use only hardware and tools provided by the library.** Nails, pushpins, hammer and laser level are available. Request the toolbox at the main desk in the library, and return the toolbox to the main desk when hanging is complete.
2. **No marks of any kind are to be made on the wall coverings.** Do not measure and mark wall coverings with pencil, pen, marker, etc. There is a laser level available in the toolbox.
3. **Artwork should only be displayed on the fabric covered wall panels.** Any additional display requests need to have prior approval from library director such as free-standing art works.
4. **No staples may be used to hang items.**
5. Make arrangements with library staff for time to hang your work as well as a time to remove them. The Gallery Room also functions as a meeting room and it may be occupied at the time you choose to come to the library.
6. It is a good idea to call ahead if you plan on bringing visitors to view the exhibits. Again, a meeting may be scheduled and calling ahead will avoid conflicts.
7. Any formal reception(s) must be scheduled in advance with library staff. Information concerning room accommodations and arrangements should also be scheduled at this time.
8. Any arrangements for purchasing art should be with the artist and customer. The Library is not responsible for these transactions, including the transfer of money.
9. On occasion, it may be necessary to submit samples of an artist's work prior to an exhibit, especially if the artist is not well-known or recognized by the Library Director.



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10. Exhibits are held for one month only. Each artist should have their works taken down before the first of the month so that the succeeding artist will have the benefit of a full month for their show. **Nails must be completely removed** when dismantling exhibit. Please notify a library staff member if you have any problem removing hardware from the fabric wall panels.

11. **A release form, to be signed by exhibitors, is required for each art display** (attached).

Please sign and return to library staff:

Updated
09/08/08