

PROGRAM and CONFERENCE ROOM POLICIES

STEDMAN ROOM

The Stedman Room is a professionally equipped, program oriented extension of the general library operation. Programs are chosen to attract the public because they instruct and enrich. Suggestions for programs are welcomed

1. The room is not to be used for meetings, only for library approved programs that are open to the public.
2. No admission fee may be charged and any solicitation of funds is prohibited.
3. No fees will be charged for use of library facilities.
4. The library reserves the right to limit the number of programs presented per calendar year by an individual or group.
5. The Stedman Room cannot be used by any individual or group for the purpose of commercial gain or for the espousal or practice of a particular political, philosophical, or religious belief. The room is not available for religious programs or services.

The following shall apply to all groups or individuals representing a commercial institution:

- a. Programs presented by a business must be of a generic and purely informational nature. The offering of goods and services, sales promotions, or interviews are not permitted.
 - b. Information presented by a commercial institution may not refer to services provided by that particular institution. All literature to be distributed must be approved by the library in advance.
 - c. A business or individual representing a business may not accept reservations at their own phone number. The library will accept reservations, upon request, to determine the number of attendees only. Names, addresses, or phone numbers will not be made available to the presenter. Any advertising should list the library's phone number, for example, "For reservations contact the library's Information Desk at 810-0314."
6. The library reserves the right to prioritize program selection giving first preference to library developed programs.
 7. Programs may be scheduled up to three months in advance.
 8. All programs presented at the library are subject to taping for broadcast on the Town of Colonie Government Cable Channel. By signing the "Reservation for Use of the Stedman Room" form, permission to allow taping is granted.
 9. First-time users of the Stedman Room may be asked to complete an application, which does not guarantee a date or use of the room.
 10. The library may require an evaluation form to be completed by program attendees. The library will provide forms.
 11. The program room is to be vacated no later than five minutes before library closing.
 12. There shall be no distribution of literature within the library, other than to program participants in the program room. All literature is subject to library approval.
 13. Neither the name nor address of the William K. Sanford Town Library may be used as the address of any organization.
 14. No food is to be prepared on the premises. Permission may be granted to serve light refreshments. All refreshments must remain within the Stedman Room. Smoking and alcoholic beverages are not allowed.
 15. Program participants are not permitted in staff areas of the library, including the staff lounge and restrooms. The door leading to these areas at the back of the Stedman Room must be kept closed at all times for security purposes. Stedman Room users should not use the staff lounge facilities except for easy access to tap water to prepare for coffee set-up.
 16. Due to concerns for the safety of library patrons, poisonous, venomous, or other potentially harmful animals are not permitted anywhere in the library.
 17. Programs involving the use of materials, such as paint or flame, likely to result in damage to the facilities are not permitted.
 18. The library has the right to cancel any scheduled use in an emergency.
 19. Any damage to library facilities, willful or negligent, will be charged to the sponsoring group or individual.
 20. The library is not responsible for loss or damage to the property of either the sponsoring group or persons in attendance.

(Stedman Room and Training/Conference Room Policies continue on the next page.)

21. The library assumes no liability for articles left for exhibit or display.
22. No property will be accepted by the library for safekeeping.
23. The library reserves the right to order the program room cleared for infringement of any of these rules and sponsoring groups may also be barred from future use of the room.
24. All programs involving minors must have an adult sponsor present and personally responsible for the event.
25. No noise or loud music which disrupts normal functioning of the library is permitted.
26. There is no tipping of library employees.

TRAINING/ CONFERENCE ROOM

1. Computer and other training classes are scheduled by the library up to three months in advance.
2. Patrons may request the use of the room for meetings or group work only during the current Monday to Sunday week.