

*Article six of the American Library Association Bill of Rights, which has been endorsed by the Stillwater Public Library, reads as follows:*

*Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

- The Stillwater Public Library areas may be used by non-profit groups and agencies supporting members of the community of Stillwater, NY. All use must adhere to the following guidelines approved by the Board of Trustees for using any Library area (to include indoor and outdoor space).
- Failure to comply with these regulations may result in the suspension of meeting room privileges.
- All meetings and programs shall be free and open to the public – no admission may be charged or donations made at the door. Requiring fees for supplies, materials, handouts, study books, etc. is likewise prohibited.
- Library sponsored programs take priority over all other meeting room reservations. The Library reserves the right to cancel meeting room reservations at any time if necessary for Library purposes. In these instances, the organization’s contact person will be informed and every effort will be made to reschedule the displaced program. The Library is not responsible for notifying group members of a cancellation or advertising a change in the meeting room schedule.
- If the meeting rooms are not reserved in advance, there is no guarantee that they will be available. In the event of no reservation having been made, the rooms will be used on a “first come, first served” basis.
- Programs may not disrupt the use of the library by others. All persons using the meeting room are subject to Library rules and regulations.
- Meeting areas may not be used for commercial or for-profit purposes.
- All groups are responsible for damage caused to the Library property during meeting area use.
- All groups using Library areas are responsible for setting up and taking down their own tables and chairs, as well as leaving the room in the exact condition in which it was found. Please allow enough time for these tasks.
- All items must be removed at the end of the meeting, regardless of the number of days one expects to meet on Library property.
- The meeting room must be reserved by an adult (18 years old or older). Persons bringing children to meetings must assume responsibility for their care and behavior.
- The Library is a drug-free zone. Drugs, alcohol and tobacco products are not permitted in the Library building or on Library grounds.
- All meetings must be held during regular business hours, and end at least 15 minutes prior to closing. The Library reserves the right to charge \$50 per hour to cover additional operating costs if meetings do not end as requested.
- The Library reserves the right to review all material distributed at meetings and to approve any signage to be displayed on library property.
- The Library shall not assume responsibility for the security of items brought into the meeting room. The Library will not provide storage of material or equipment for a group or organization.
- Public meeting area use does not constitute Library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings should not be publicized in a manner that suggests Library sponsorship or affiliation.
- Neither the name nor address of the Stillwater Public Library may be used as the official address of any organization. All publicity must clearly identify the sponsoring organization. Telephone inquiries must be made to the sponsoring organization and not the Library.



If the light's on, we're home...

# STILLWATER PUBLIC LIBRARY

Monday through Friday 9:00am - 7:00pm  
Saturday 9:00am - 2:00pm

518.664.6255 (p)  
518.664.6826 (f)  
STILIB@SALS.EDU

712 Hudson Avenue  
Stillwater, NY 12170

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Have you read and understood the building use policy: YES NO

Date and time of room use: \_\_\_\_\_

Number of people expected: \_\_\_\_\_ Age range of attendees: \_\_\_\_\_

What library equipment is needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What equipment are you bringing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*We will make every effort to accommodate the room you wish to use. We prefer children's programs to occur in the children's room, teen programs to occur in the teen room, and adult programs held on the upper level.*

*Submission of this form does not constitute a reservation. You must agree to the terms of the building use policy in order to reserve a room.*

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_