



Facility Use Policy

The Brunswick Community Library makes certain areas of the Library available to the community to further its mission of providing access to life-long learning, resources, engaging activities, and an inclusive community space for all. This Facility Use Policy describes the rules and regulations that apply to the community's use of those areas.

General Rules and Regulations

Program space and a study room are available by reservation for programs and meetings when the Library is open to the general public. Areas designated as "staff only" are for Library staff and trustees only.

Program space is available to the community on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Commercial use of the Library is generally prohibited. Exceptions may be granted for educational purposes and may not include product promotion or solicitation. No fees, dues, or sales activities are allowed without the Library Director's prior approval. Use of the space for activities involving collections or contributions is also prohibited without prior authorization from the Library Director.

Use of any part of the Library shall not be publicized in such a way as to imply Library sponsorship or endorsement of the individual and/or group's policies or beliefs, nor does use of the Library's facilities constitute endorsement of any individual and/or group's views, activities or speech. Neither the name nor the address of the Library may be used as the individual or group's address. Violation of this provision may result in forfeiture of the reserved space and future reservations.

The Library shall not be held responsible for any claims, damages, or liabilities arising from the content or opinions expressed during meetings held in any portion of the Library.

Reservation Procedure

Reservations are taken on a first come-first served basis. Events sponsored by the Library receive preference.

Reservations may be made by speaking with the Library Director or staff in person, by phone, or by email. If no other patron has reserved the study room, the user may remain for a longer period of time.

If an individual and/or organization holds a program requiring registration, the registration must be free and open to the public. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room.

Reservation of a library space does not convey an expectation of privacy. Staff may require that window coverings and/or doors remain open during the use of the program space or study room.

Restrictions

1. Outside programs cannot interfere with the ability of patrons to access and check out materials or to use any part of the Library.
2. Program space/study room users may be responsible for setting up and restoring the room to its original condition after use.
3. All users of Library facilities must comply with the Library's Code of Conduct and maintain a respectful, safe and inclusive environment. The Library Director is authorized to deny use of Library facilities to any individual and/or group that is disruptive to Library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.
4. All marijuana and tobacco use (smoking, vaping, and e-cigarettes) is prohibited on library grounds. The New York State Clean Indoor Air Act (CIAA) prohibits smoking and vaping inside the Library or within 100 feet of the Library's entrances, exits, or outdoor areas.
5. Under New York's Concealed Carry Improvement Act (CCIA), all libraries are designated as "sensitive locations." Firearms, rifles, and shotguns are prohibited in or upon library grounds, regardless of whether the patron possesses a valid concealed carry permit.
6. Alcoholic beverages are prohibited on Library grounds unless pre-approved by the Library Director for a Library event or program.

7. The Library is not responsible for equipment or personal articles belonging to individuals and/or groups using the Library.
8. Programs that involve the use of materials (e.g., paint or clay) which may damage Library property require approval from the Director prior to the event. Users assume responsibility for damage caused by participants.
9. Programs or facility use that materially interferes with library operations, or that violate federal, state or local law, are prohibited.

Adopted on 7/21/26