



# VILLAGE OF BARKER

## MEETING ROOM USE POLICY

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### **I.) Purpose of Policy**

The Village of Barker provides space for meetings in the meeting room. To ensure the room is available to all members of our community and to ensure they remain clean and functional, the Village of Barker Board of Trustees sets forth the following policy governing the use of the Village meeting room.

### **II.) General Regulations**

(A) To further the Village’s community mission, the Village provides space for community meetings, programs, or events of an educational, cultural, or civic nature.

- 1.) Meetings, programs, or events with the intent to make money or for which payment is required for attendance, or any form of solicitation is made for potential clients, products or services, are prohibited.
- 2.) The meeting room may be reserved and used by residents that reside in the Barker Central School district, the Town of Somerset or The Village of Barker. The only exception is for meetings, programs, or events affiliated with, or sponsored/co-sponsored by the Village or another governmental unit.

(B) Meeting room are for use primarily for Village Board of Trustees, Village-affiliated or Village-sponsored/co-sponsored meetings, programs, or events. However, the meeting room is also a community asset, and the Village Board of Trustees wishes to encourage their use by area community groups when not in use for Village functions.

Requests are considered in the following order:

- 1. Village of Barker governmental unit
- 2. Community non-profit educational, cultural, or civic organizations
- 3. Niagara County, State of New York, and United States governmental units
- 4. All other individuals, organizations or groups that meet the use requirements set forth in this policy

(C) Businesses may use the meeting rooms for not-for-profit activities. Programs involving the sale or the solicitation for the future sale of commercial products or services are prohibited. Use of the meeting room as a place to conduct regular business or as a place to hold office hours is prohibited.

(D) Gatherings must be open to the public.

(E) Events of a strictly social nature such as parties, weddings, bridal or baby showers, etc. are not permitted.

(F) Persons requiring a sign language interpreter or other Americans with Disabilities Act (ADA) accommodations to access Village sponsored or co-sponsored programs must contact the Village no less than seven (7) days before the scheduled program to make the necessary arrangements. The Village is not responsible for providing an interpreter or other accommodations for groups using the Villages’ meeting room space. Groups or organizations holding any function at the Village must be prepared to provide and pay for qualified ADA interpreters or other accommodations if requested to do so.

(G) Meetings or programs that would interfere with the Village's operation by causing excessive noise, a safety hazard, or security risk are prohibited. The Village retains the right to stop meetings or programs that were approved but are disruptive in the same manner. Individuals attending meetings or programs must comply with all Village policies and shall immediately cease actions deemed in violation of these policies upon request.

(H) Use of the meeting room by any group or organization does not in any way constitute an endorsement by the Village of the group or organization, its activities, or of the ideas and opinions expressed during the course of meetings or programs held at the Village.

(I) Publicity generated by a group or organization for a meeting, program, or event in a Village meeting room may recite the Village name and address. Publicity may not identify or imply the Village as a sponsor. The Village phone number shall not be used as a contact number, nor shall groups use the Village as a mailing address.

(J) A sign advertising a meeting or program not sponsored by the Village may be placed on the public bulletin board in the Village Hall vestibule. Any items elsewhere on the Village's property will be removed and destroyed. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the organization or group.

(K) The meeting room may not be used for meetings or discussions if the participants of the meetings intend to incite an immediate breach of the peace.

(L) The meeting room may not be used for meetings or discussions that encourage or promote violence against or physical injury to individuals or groups of individuals.

(M) The Village retains the right to deny use of the room if an individual, group, or organization intends to engage in criminal behavior.

(N) Political Party meetings are prohibited.

### **III. Application and Scheduling**

(A) Reservation of the meeting room is on a first-come, first-served basis, subject to the priority criteria set forth in Section II (B).

(B) Individuals, groups, or organizations wishing to use the meeting room register in person and receive approval of the Village prior to use of the meeting room at least 7 days prior to the reservation, but no earlier than 60 days prior to the date of the meeting. Approval will usually occur during the application/scheduling interaction with Village staff. Approval not granted at the time of the application, may wait up to 5 business days for a response from the Clerk-Treasurer. Applications that do not clearly fit within the usage policy will be referred to the Village Clerk or designee for further consideration. In such cases, no group or organization shall consider a meeting room booked until its Responsible Party is contacted by the Village Clerk or designee.

(C) The Responsible Party for the room is the person under whose name the reservation was made. Registering to use the meeting room confirms that the Responsible Party has read, understands, and accepts the Meeting Room Use Policy and also consents agreement to pay the Village all monetary compensation due to damage, additional custodial services, or any other billable reason stated in this policy.

(D) The Responsible Party must be at least 18 years of age to reserve the meeting room. Children and young adults are encouraged to use the meeting room but only with the supervision of one or more adults at least 18 years of age.

(E) Meeting room reservations may be scheduled at the Village Hall Office window in person during Village hours of operation. Reservations will be accepted by phone and e-mail, but a completed application must be received within 48 hours of the phone reservation. Reservations may be made up to two (2) months in advance.

(F) An organization or group may reserve the meeting room no more frequently than 12 times in a calendar year. The only exceptions will be for meetings of Village of Barker. Limits on the use of meeting rooms are established to provide as much access to the meeting space as possible to as broad a range of organizations and groups as possible.

(G) Groups and organizations may not schedule several alternative meeting times. The time and date of each meeting must be firm when a room is booked.

(H) The meeting room is available during the Village's regularly scheduled hours of operation. All groups must be out of the rooms fifteen (15) minutes prior to closing time. The only exceptions will be for meetings of the Village of Barker. On a case-by-case basis, the Village may permit a group or organization to arrive up to one (1) hour and 15 minutes prior to the Village's regular hours of operation, provided there is Village staff available to work those hours.

(I) No restrictions apply to the scheduling of Village, Village-affiliated or Village-sponsored/co-sponsored meetings, programs, or events. Meeting room use for Village business takes precedence. The Village retains the right to reserve the room before they are open to public reservations or to cancel a scheduled and confirmed meeting room reservation when it conflicts with a Village or Village-sponsored meeting, program, or event. Every effort will be made to avoid conflicting schedules. However, if a cancellation is necessary, advanced notice will be given to the Responsible Party of a group or organization.

(J) In the event of severe weather, the Village retains the right to cancel or limit the time a group or organization has reserved for meeting room use. If possible, the Village will attempt to contact the Responsible Party in advance of severe weather cancellations.

(K) The Village will be supplied with the estimated attendance for every meeting. To provide as much access to the meeting space to as broad a range of organizations and groups as possible.

(L) Groups that reserve space but do not occupy it are subject to loss of meeting room privileges unless they cancel prior to the scheduled reservation.

#### **IV. Additional Rules and Conditions**

(A) Users are responsible for the setup and take-down of tables and chairs. Village staff is not available to assist. Furniture may not be moved into or out of meeting room. The room must be restored to the original order. Excessive trash must be disposed of in the dumpster in the Department of Public Works area. Setup, cleanup, and restoration of furniture to its original arrangement must be accomplished within the scheduled time for the meeting.

(B) Fire and emergency exits shall not be blocked by furniture or other equipment.

(C) No decorations, wall hangings, presentation materials, or any other items may be taped, stapled, glued, or in any way fastened to walls, ceilings or fixtures. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the Responsible Party.

(D) The Village will not provide storage space for groups or individuals using the meeting room. Materials and equipment brought into the meeting rooms for use by a group are the responsibility of the group. The Village cannot assume responsibility for the security of private materials or equipment.

(E) Except in emergencies, the Village staff will not accept calls or relay messages to people attending meetings.

(F) Refreshments may be served in the meeting room. Use of slow cookers or roaster ovens is permitted but must not be left unattended. Use of candles, other open flames, hotplates, electric griddles, or other direct heat sources is prohibited. Use of tobacco products, vapes and/or consumption of alcohol on Village premises are prohibited. An organization or group serving refreshments is responsible for cleaning the room and for removing all refreshments from the room at the conclusion of the meeting (see Sec. IV, B). The Village does not provide plates, cups, utensils, etc. The Village does have a cart available on request for transporting refreshments, utensils, etc. Village staff will not assist with the delivery or removal of refreshments.

(G) The Village reserves the right to deny future use of the meeting room to individuals, groups, or organizations whose previous conduct has resulted in damage or disregard of the guidelines, regulations, conditions, or rules of conduct in this policy.

**V. Charges and Fees**

(A) Use of Village meeting room is free of charge provided that this policy is followed.

(B) If the room is not restored to its original order and requires extra cleaning, the Village will bill the Responsible Party a charge of \$30 to cover the cost of labor.

(C) If the room is damaged beyond normal wear and tear, the Village will bill the Responsible Party for repair or replacement costs. The Village is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The Village will make all arrangements for repairs to walls, floors, furniture, etc.

(D) If Village equipment is missing after a group has used the room, the Village will bill the Responsible Party for the costs of replacement.

(E) For any of the above instances in Sec. V, the individual, group, or organization will not be permitted to reserve meeting room space again until all charges have been paid in full.