

# ***PERRY PUBLIC LIBRARY***

*70 N. Main Street*

*Perry, New York 14530*

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*Make It Part of Your Day*

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## Meeting Room Policy

The Perry Public Library meeting room is available for all library patrons to reserve for meetings. Certain limitations apply:

- 1.) Staff availability
- 2.) Reservations are made on a first come first serve basis
- 3.) Meetings held on library grounds must not advocate taking illegal action or be obscene.
- 4.) No commercial actions may take place at the library.
- 5.) No meetings can interfere with normal library business.

Reservations can be made at the clerical desk or by contacting the Library Director directly. Appointments, once made, are placed on the library calendar. Each appointment must have a designated contact person who is responsible for the meeting. The Library Director has final say on meeting room use and any reservations may be cancelled if found to be in violation of library policy. Patrons can appeal these decisions in writing. The Library Director must respond to appeals in writing in five business days. If declined again, the patron may submit a second appeal to the Board of Trustees.

If the chosen meeting room is the Stowell-Wiles Art Gallery, conduct in the gallery is held to a high standard. The gallery must be returned to its original condition. Patrons and organizations cannot bring in outside lighting, food or drink without approval by the library director. Room capacity is 20. No meeting may exceed this capacity.