

Meeting Room Policy

Procedures and Guidelines

The Finger Lakes Library System (FLLS) building is not open to the public, but FLLS may grant use of their meeting room based on the guidelines of this policy, availability of space, staff coverage, past violation of FLLS policy, and frequency of use.

FLLS-sponsored programs will receive priority in scheduling. Outside, non-profit, and state or local organizations will be considered on a first-come basis, subject to the guidelines and procedures that follow.

Reservations

An email request must be submitted to the Executive Director of FLLS by the sponsoring organization with organization name, date and time of the meeting, contact information for the responsible party, and a brief description of the meeting room use. FLLS reserves the right to obtain additional information as desired.

Meeting rooms may be reserved up to three months ahead. Cancellation of a scheduled meeting room should be done at least five days before the use date. Audio/visual equipment, if requested in advance, may be available for meeting room use.

FLLS does not supply materials for non-FLLS sponsored events. Food and refreshments are permitted in the main conference room. A kitchenette can be made available upon request. FLLS does not permit the use of alcohol or open flames/external heating elements.

Meeting Room Use

- FLLS does not permit any use of its meeting rooms that may involve commercial purposes, fundraising, illegal or hazardous activities, political campaigning, solicitations, or anything that goes against the mission of FLLS.
- Smoking, vaping, alcohol consumption, use of marijuana, or drugs are not permitted on FLLS property. FLLS is a smoke-free property as part of Tobacco Free Tompkins.
- Attendance shall not exceed the permitted capacity of the meeting room, 49 people.
- Sponsoring organizations may rearrange tables and chairs for meetings; however, once the meeting has ended, the room must be returned to its original configuration.
- FLLS maintains a carry-in/carry-out policy for meeting room use.
- Organizers and their attendees are responsible for any damage or personal property loss. For any damage to any room or equipment that warrants professional cleaning, repairs, or replacement, all associated costs will be borne by the sponsoring organization.
- All attendees and visitors must abide by FLLS's Code of Conduct for Programs. Harassment or violence towards staff or visitors will not be tolerated.

Continued...

Other Factors

- Failure to comply with any of FLLS's policies and guidelines may result in termination of the meeting and/or future loss of meeting room usage.
- The sponsoring organization is responsible for its own publicity and should clearly state sponsor name, date, time and place of the event on all promotional materials.
- No group or organization may use FLLS's logo to promote or advertise their meeting without prior approval of the Executive Director.
- The sponsoring organization's views are their own, and their use of the building does not constitute endorsement by FLLS.

Entrance and Parking

The main entrance, as well as the conference room, are located at the east (right) side of the building. Free parking is available at the front of the building.

Sources Consulted

[OWWL Library FLLS Policies](#)

Approved by the FLLS Board of Trustees 02/18/2026