

**Schuylerville Public Library  
Pavilion Use Policy**



The Schuylerville Public Library maintains one outdoor meeting space, known as *the Pavilion*, which may be used by not-for-profit community groups and agencies. The space is not available for use by *individuals* for any purpose. Pavilion use is subject to the following guidelines approved by the library board:

1. The Pavilion is available to groups with headquarters in, or that provide substantial services to the citizens of, the Schuylerville Central School District.
2. The Pavilion may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.
3. All meetings and programs shall be free and open to the public - no admission may be charged or donations requested at the door. Requiring charges for supplies, materials, handouts, study books, etc., is likewise prohibited.
4. Except for fundraising events sponsored by the library, Advocates for the Schuylerville Public Library, or other organizations affiliated with the library, the Pavilion may not be used for fund-raisers (garage sales, bake sales, etc.).
5. The library's pavilion is not available for private social functions such as weddings, birthday or anniversary parties, or for individual use.
6. The Pavilion may not be used for commercial and/or for-profit purposes. This includes such programs as investment seminars, sales/service demonstrations, demonstrations by private for-profit health care practitioners, etc. It is permissible, with Library approval, for authors and performers to sign and sell materials following a library-sponsored performance or presentation.
7. The library encourages use of the Pavilion for diverse events and groups and seeks to give all eligible organizations an opportunity to use our services. For these reasons, no group may reserve the space more than 2 months in advance. All groups are encouraged to find other facilities for regularly scheduled meetings when possible. Groups reserving the Pavilion are limited to two meetings per month (30 day) period.
8. Pavilion reservations may occur between the hours of 10am-6pm Monday through Friday or 10am-1:30pm Saturday from May 1- October 31, when the Library is open. Library events and programs are prioritized over other uses; therefore, the space may not be available when Library programs are scheduled. The library reserves the right to cancel a reservation for library purposes.
9. Bookings must be made at least 48 hours in advance. Meetings must begin during library hours and be completed no later than 10 minutes before the library closes. No meeting may extend beyond 2 hours per day (24 hours).
10. When scheduled for use by minors, an adult supervisor must be present in the Pavilion at all times.
11. All groups using the Pavilion are responsible for returning the furnishings to the position they were in upon arrival.
12. Users are responsible for any damage caused to library property during Pavilion use. All users are responsible for leaving the Pavilion in a clean and orderly condition.
13. No alcoholic beverages may be consumed on library property. No smoking or use of tobacco products is allowed on library premises.
14. Neither the name nor address of the Schuylerville Public Library may be used as the official address or headquarters of an organization. Publicity for events in the library should clearly identify the sponsoring organization. Telephone inquiries should be made to the sponsoring organization.
15. Pavilion use does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings may not be publicized in a manner that suggests library sponsorship or affiliation unless such sponsorship or affiliate has been approved by the Library's Board of Trustees.

Approved by the Board of Trustees, July 11, 2023