

Mount Kisco Public Library

Tabling Policy

The Mount Kisco Public Library allows governmental organizations, non-profit groups, and civic organizations to host exhibit tables at the library from time to time.

Tabling events are subject to the following regulations and restrictions:

- Organizations wishing to host a table at the Library must receive approval from the Library Director or their designee.
- Requests for tabling must be no later than two weeks prior to the event.
- Generally, no organization will be permitted to host a table on more than two occasions per month.
- The Library reserves the right to designate the time, location, and size of the table. All tabling events must take place within the Library's business hours.
- Tables must not restrict traffic flow or normal library operations. Walkways should remain clear of obstacles. No library materials or furniture may be moved to set up tables without permission.
- Tabling staff should not physically approach or obstruct people in order to speak with them. They may speak to people as they approach the table or pass by.
- The imagery and content of tabling displays should be appropriate for viewing by all ages. No displays will be allowed that are found to be offensive. What is deemed offensive will be a decision made by the Library staff using the reasonable person standard and such decisions will be made on a content and viewpoint neutral basis.
- Tabling displays that promote discrimination against persons or groups are not allowed.
- Promotional giveaways at tables are permitted as long as they do not interfere with the daily conduct of Library business. Food and drinks other than pre-packaged items are not allowed to be given away.
- Sales and petitioning are not permitted.
- The inclusion of a table or tabling display in the Library does not constitute Library endorsement of an organization's causes or beliefs.
- The Library reserves the right to cancel a tabling event should conditions warrant such an action (such as in the event of a weather-related closing). If a tabling event is canceled, the exhibitor may reschedule the tabling event at the earliest convenience of the Library and the exhibitor.

Tabling events may not be used for the following purposes:

- Commercial business, solicitations for fundraisers, or surveys.
- Personal items for sale.
- Events that support or oppose any political candidate or ballot issue.
- Events that support or oppose a specific religious faith.

Failure to comply with these rules may result in denial of future requests to host a tabling event.