

# COMMUNITY MEETING ROOM USE POLICY

## Saugerties Public Library

Use of the Saugerties Public Library Community Meeting Room is primarily for programs conducted or sponsored by the Library and Friends of the Saugerties public Library, and shall have priority over all other requests. The Community Meeting Room is also available for use by non-profit organizations for educational, cultural, recreational or civic purposes. Authorization to use the Library's facilities does not reflect endorsement by the Library. Meeting rooms shall not be used for private, for-profit, political, entrepreneurial or commercial purposes. Exceptions may be made at the discretion of the Library Board of Trustees in keeping with the Library's mission statement.

### **Application Process**

Application for use of the Community Meeting Room is made to the Library Director by the individual responsible for the meeting by completing and signing the **Community Meeting Room Request Form**. Scheduling requests should be made at least two (2) weeks prior to the event, but may not be made more than six (6) months in advance. Reservations for use of the Community Meeting Room may be made on a regular schedule. Every single event must be confirmed with the Library at least one week prior to the meeting. The Library is to be notified of any cancellation or meeting date changes within forty-eight (48) hours prior to the event. Failure to notify the Library may result in the organization not being allowed to use the space in the future.

### **General Rules of Use**

1. Events can be scheduled to take place between 7am and 10pm.
2. Maximum capacity is 81 people.
3. For events occurring before or after regular Library hours, the applicant is responsible for entry and closing procedures with permission of the Library. The process for retrieving and returning the Library key must be arranged with the Library.  
(Regular Library Hours: Monday & Wednesday 10am-8pm; Tuesday, Thursday & Friday 10am-6pm; Saturday 10am-2pm; Sunday Closed)
4. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the Community Meeting Room.
5. The applicant must complete the **Audio-Visual Equipment Checklist** and coordinate the use of all audio-visual equipment with the Library upon reserving the Community Meeting Room.
6. Prepared food and beverages may be served. Smoking and consumption of alcohol is prohibited.
7. The applicant is responsible for all room set up, clean up, and returning the room to its original configuration and condition.
8. The Library does not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
9. The applicant is responsible for damage to the Library facilities or its contents occurring as a result of the applicant's use of the building.
10. The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies.
11. Meetings must be conducted in such a way as not to disturb Library operations.
12. Library personnel shall have free access to the Community Meeting Room at all times.
13. Non compliance with the regulations in this policy and the Library's Patron Code of Conduct may result in the denial of future use of meeting space.
14. The Community Meeting Room Policy is determined by the Library Board of Trustees, and is subject to review and revision at the discretion of the Board of Trustees. Appeals to this policy may be submitted to the Board of Trustees in writing.

**COMMUNITY MEETING ROOM REQUEST FORM**  
**Saugerties Public Library**

Scheduling requests must be made at least two weeks in advance.  
Please fill out this form completely.

Organization Name \_\_\_\_\_

Responsible Party's Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Date(s) of Meeting \_\_\_\_\_

Time of Meeting \_\_\_\_\_ AM / PM. Approximate attendance \_\_\_\_\_

Use of AV Equipment: Yes/No (circle one) – Fill out the **Audio-Visual Equipment Checklist**.

Purpose of Meeting \_\_\_\_\_

\_\_\_\_\_.

Note: **Your request is not scheduled until you receive confirmation from the Library Director.**

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I have read and agree to the *Community Meeting Room Use Policy* and confirm that Library space will not be used for commercial purposes.

Responsible Party Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

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Library Use Only

Date Received:

Date Approved:

Staff Initials:



# AUDIO-VISUAL EQUIPMENT CHECKLIST

## Saugerties Public Library

Scheduling requests must be made at least two weeks in advance.  
*Please check all AV Equipment you are requesting.*

Responsible Party Name \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Date(s) of Meeting \_\_\_\_\_ Time of Meeting \_\_\_\_\_ AM / PM.

- Projector
- Projector Screen
- DVD/VHS Player
- Podium
- Podium microphone
- Wireless Lavalier Microphone
- Wireless Handheld Microphone (2 are available)
- Laptops
- Conference Telephone

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I understand that I am responsible for all AV equipment and agree to the corresponding *Community Meeting Room Use Policy*.

Responsible Party Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

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### Library Use Only

Date Received:

Date Approved:

Staff Initials:

Notes:

