

# STUDY MEETING ROOM USE POLICY

## Saugerties Public Library

Use of the Saugerties Public Library Study Meeting Room is primarily for tutoring, study groups, small meetings, or as a small office-home office (SO-HO). Meetings conducted or sponsored by the Library and Friends of the Saugerties Public Library shall have priority over all other requests. The Study Meeting Room is available for use by local (i.e. located within the Town of Saugerties) individuals and non-profit organizations for educational, cultural, recreational or civic purposes. Authorization to use the Library's facilities does not reflect endorsement by the Library. Exceptions may be made at the discretion of the Library Board of Trustees in keeping with the Library's mission statement.

The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use Library space. All arrangements must be made among the tutor, student, and parents. The Library cannot provide supervision of a tutoring session in the Study Meeting Room.

### **Application Process**

Application for use of the Study Meeting Room is made to the Library Director by the individual responsible for the meeting by completing and signing the **Study Meeting Room Request Form**. Such individual must provide proof of Saugerties residency and (if applicable) proof that the organization using the room is also located in the Town of Saugerties. Scheduling requests should be made at least one (1) week prior to the meeting, but may not be made more than one (1) month in advance. Reservations for use of the Study Meeting Room may be made on a regular schedule. The Library is to be notified of any cancellation within forty-eight (48) hours prior to the event. Failure to notify the Library may result in the organization/party not being allowed to use the space in the future.

### **General Rules of Use**

1. Events can be scheduled to take place during Library hours only.  
(Regular Library Hours: Monday & Wednesday 10am-8pm; Tuesday, Thursday & Friday 10am-6pm; Saturday 10am-2pm; Sunday Closed)
2. Maximum capacity is 4 people.
3. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the Study Meeting Room.
4. The applicant must complete the **Audio-Visual Equipment Checklist** and coordinate the use of all audio-visual equipment with the Library upon reserving the Study Meeting Room. Any film/video to be shown in the Study Meeting Room must be disclosed to the Library so that copyright compliance can be assured. No applicant may show any file/video for which valid permission for a public showing is not in place.
5. The Library does not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
6. 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.
7. The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies.
8. Meetings must be conducted in such a way as not to disturb Library operations.
9. Library personnel shall have free access to the Study Meeting Room at all times.
10. 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.
11. The Study 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.

If the Study Meeting Room is not occupied, it may be used on an ad hoc basis with permission from the desk staff.