

Small Meeting Room Use Policy

Use of the Saugerties Public Library Small Meeting Room is primarily for small meetings involving residents of the Town of Saugerties. Library programs and meetings conducted or sponsored by the Library and Friends of the Saugerties Public Library shall have priority over all other requests. The Small 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 Director.

Application Process

Application for use of the Small Meeting Room is made at the Information Desk in person or by phone. Reservations can be made up to two weeks in advance. Reservations are limited to two hours per day (except for exam proctoring). The person reserving the room must provide a phone number. The library is to be notified of any cancellation. In the event that the room is not occupied 15 minutes into a reservation, the reservation will be forfeited, and the time slot given to another patron.

General Rules of Use

1. Meetings can be scheduled to take place during regular Library hours only.
2. Maximum capacity is 6 people.
3. Except as a designation of location, the name of the Library may not be used in any publicity relating to use to the Small Meeting Room.
4. 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.
5. The Library reserves the right to close the building in bad weather or unforeseen emergencies.
6. Meetings must be conducted in such a way as not to disturb Library operations.
7. Users are responsible for all room set up, clean up, and returning the room to its original configuration and condition.
8. Library personnel shall have free access to the Small Meeting Room at all times.
9. 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.
10. The Small 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 the policy may be submitted to the Board of Trustees in writing.
11. If the Small Meeting Room is not occupied or reserved, it may be used for up to two hours on a walk-in basis. Library Staff must confirm walk-in availability.