

PUBLIC USE OF MEETING ROOMS POLICY & GUIDELINES

A. POLICY:

The Meeting rooms of the Guilderland Public Library shall be made available to Guilderland School District residents with a Guilderland or Altamont library card. The meeting rooms are available without charge for use by local non-profit groups engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community. The Director of the Library and the Board of Trustees reserve the right to approve or disapprove use of the meeting rooms.

Library-sponsored programs and meetings always have priority. The meeting rooms may not be reserved more than **60** days in advance. The rooms may not be used more than twice a month by the same group or individual. Exceptions may be made for the Guilderland Central School District.

Permission to use the meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Meeting room use shall not be publicized in such a way as to imply Library sponsorship. All publicity is the responsibility of the group, and must clearly identify the sponsoring organization.

All events must be free and open to the public and adhere to the NYS Open Meeting Law. The Library is not a venue to hold private parties.

No admission fee, other costs or required donation shall be charged. Groups that normally collect dues or membership fees may use a meeting room as long as their meeting on Library premises is open to the public at no charge. Fund raising events are not permitted. However, at the discretion of the Library Director the following will be allowed at Library sponsored programs:

- Fund raising to benefit the Library and/or the Guilderland Library Foundation
- The sale of books or materials by authors, artists, and presenters participating in a Library program

Meeting rooms may not be used for commercial and/or for-profit purposes, including investment seminars, events designed to generate customers, sales/service demonstrations, programs by private for-profit health care representatives, etc. There shall be no distribution of literature, other than to program participants within the meeting room. All literature is subject to Library approval.

Smoking, alcohol, incense, or open flames are not permitted on the Library premises or the outdoor space. Fire codes must be observed at all times. Room occupancy may not exceed legal limits and furniture and equipment may not block aisles and exits. Groups will be held responsible for any damages to Library premises or equipment, and for loss of Library property.

The Library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the meeting rooms.

The reserving party is responsible for leaving the room(s) in the same condition as it was when they arrived.

Failure to abide by these rules for meeting room use may be justification for denying the group further use of meeting rooms and may incur a monetary fee.

Cancellation with less than 24 hours' notice may result in a \$50 charge.

A certificate of insurance (COI) is a document issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to listed individuals. A certificate of insurance may be required for liability and/or loss.

All programs involving up to 20 minors must have at least two adult supervisors. For each additional 10 minors, an additional adult is required. These supervisors must be acceptable to the Library Director or the Director's designee. Approved supervisors shall be held personally responsible for the conduct of the program and its participants.

Prompt notification to the Library of cancellation of a meeting is required. The group leader is responsible for contacting the members/audience if the scheduled meeting or public program is to be cancelled.

Piano Policy: The piano is used for performances only. It is not available for rehearsal or practice.

Tuning Fee: Anyone wishing to use the piano and have it tuned specifically for a recital must give the Library three weeks advance notice and must pay the \$120.00 tuning fee (subject to change); the Library will select the tuner and arrange to have the piano tuned prior to that use.

Citations

Adopted 9/8/88; Revised 4/12/18

MEETING ROOM REQUESTS

Helderberg Room: Capacity, 120 seats

Normanskill Room: Capacity, 50 seats

1. To inquire about the availability of a meeting room:

Phone: 518.456.2400 x 110

E-mail: meetingrooms@guilderlandlibrary.org

Online: <http://www.guilderlandlibrary.org>

> Get to Know Us

> Places

> Book a Meeting Room

2. Print and complete the meeting room form and submit to the front desk, e-mail, mail or fax @ 518.456.0923.

3. Any reservation request is considered tentative until all required paperwork has been submitted and the Library has issued a confirmation by phone or e-mail.

4. You must be 18 or older to reserve a meeting room.

Meeting room use will be available during regular Library hours

(Setup and takedown time must be included in the hours):

❖ Monday – Friday: 10 a.m. – 9 p.m.

(July & August: Monday – Thursday 10 a.m. - 9 p.m., Friday 10 a.m. - 6 p.m.)

❖ Saturday: 10 a.m. – 5 p.m. • Sunday: 1 – 5 p.m. (July & August: Closed)

After-hours Use

Weekdays:

9 - 10 a.m. – No Charge

9 - 10 p.m. – \$25.00

For small groups (less than 5): Please call the Reference Department at 518.456.2400 x 3 to reserve a study room.

Kitchen Rules

1) Serving of refreshments must be approved by the Library in advance. Refreshments and supplies are the responsibility of the organization.

2) Any supplies found in cupboards or the refrigerator are for library staff program use only. No food or other supplies may be stored.

3) Range & oven to be used for warming only, not for cooking.

4) All equipment must be shut off after the meeting.

5) The kitchen facilities may have to be shared if both meeting rooms are in use at the same time.

6) Failure to abide by these regulations may result in loss of subsequent use of meeting room privileges.

**GUILDERLAND PUBLIC LIBRARY
MEETING ROOM AGREEMENT FORM**
Use Separate Form for Each Meeting
Please Indicate Desired Room with an "X"

Helderberg Meeting Room (LARGE)
(120 chairs – 1,590 square feet)

Normanskill Meeting Room (SMALL)
(50 chairs – 667 square feet)

*(Library Hours: Monday-Friday 10 a.m. – 9 p.m.; Saturday 10 a.m. – 5 p.m.; Sunday 1-5 p.m.
July & August Hours: Monday-Thursday 10 a.m. – 9 p.m., Friday 10 a.m. – 6 p.m.; Saturday 10 a.m. – 5 p.m.; Sunday Closed)*
Reservations Are Not Transferable

DATE OF MEETING: _____

SET UP TIME: _____ **MEETING TIME:** _____ **To:** _____

ORGANIZATION/GROUP NAME: _____

WRITE A BRIEF DESCRIPTION OF THE PROGRAM TO BE HELD:

RESPONSIBLE REPRESENTATIVE: _____

ADDRESS:

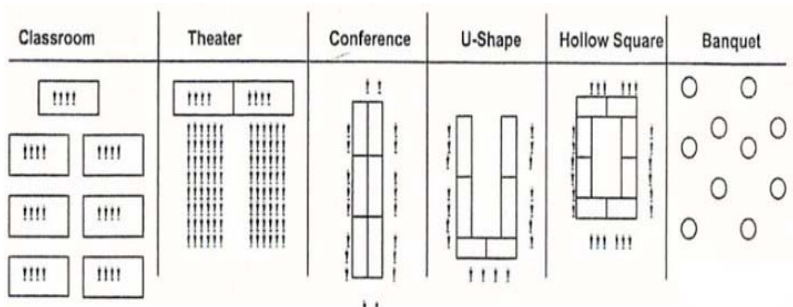
LIBRARY CARD NUMBER: _____ (Required)

PHONE (HOME/CELL/WORK): _____ **E-MAIL ADDRESS:** _____

ROOM SET UP REQUESTED _____

(See diagrams to the right; theater style can seat the greatest number of people. Set up style depends on size of your group)

<u>Max Capacity</u>	<u>Helderberg</u>	<u>Normanskill</u>
Classroom	45	24
Theater	120	50
Conference	36	22
U-Shape	36	18
Hollow Square	42	24
Banquet	48	30



TABLES: ___ Standard ___ 18" Narrow ___ Round

Number of Chairs: _____

[] Head Table with # Chairs _____

[] # _____ Tables for Handouts and/or Refreshments

[] Other _____

CERTIFICATE OF INSURANCE: Yes Exempt

LIBRARY EQUIPMENT TO BE USED DURING THE MEETING: (check below)

Coffeemakers	Floor Lectern	ELMO, Document Projector	Slide Projector
Display Easel	DVD/VCR	Connection to LCD Projector	Projection Screen
Easel with Paper	Blu-Ray Player	Connection to Sound System	Microphone (large room)
Trash Can	Kitchen Use		

After-hours Use

Weekdays:

9 - 10 a.m. – No Charge

9 - 10 p.m. – \$25.00

PIANO USE: Yes No

DISCLAIMER OF RESPONSIBILITY

The Guilderland Public Library is not responsible for damage to the property of users of the Library's meeting rooms and the Library will not store users' property or supplies. The users must agree to hold the Library blameless for any damage and/or injury to persons or property involved in the use of the meeting room.

I certify that I have read the policy on the PUBLIC USE OF MEETING ROOMS of the Guilderland Public Library and that the organization for which I am the responsible representative will abide by the provisions of that policy. **ADDITIONALLY BY SIGNING THIS, I AGREE TO ATTEND THE EVENT AND BE RESPONSIBLE FOR THE FACILITIES.**

Signature: _____

Title: _____ Date: _____

In the event, the Library's hours change due to inclement weather, please check local news stations, Times Union website, the Library website, or social media.



2228 Western Avenue, Guilderland, NY 12084
518.456.2400 • www.guilderlandlibrary.org
meetingrooms@guilderlandlibrary.org