



## **PUBLIC USE OF MEETING ROOMS POLICY AND 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 and the Town of Guilderland.

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.

There can be no charge to participants for any reason at any time, except for materials fees. 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 \$50.00 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 to protect the library from 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. The piano should not be moved and must be plugged in at all times.

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.

## **B. GUIDELINES:**

Helderberg Room: Capacity, 120 seats

Westbrook Room: Capacity, 30 seats

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

**Phone:** 518.456.2400 x.110

**E-mail:** [meetingrooms@guilderlandlibrary.org](mailto: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 circulation 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 – Thursday: 9:30 a.m. – 9 p.m.
- ❖ Friday: 9:30 a.m. – 6 p.m.
- ❖ Saturday: 9:30 a.m. – 5 p.m. • Sunday: 1 – 5 p.m. (July & August: Closed on Sundays)

### After-hours Use

#### **Weekdays:**

9 a.m. – 9:30 a.m. – No Charge

9 p.m. – 10 p.m. – \$25.00

For small groups 4 to 8 people: 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 (Helderberg Room/Westbrook Room) or the refrigerator (Helderberg Room) 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 (Helderberg Room).
- 4) All equipment must be shut off after the meeting.
- 6) Failure to abide by these regulations may result in loss of subsequent use of meeting room privileges.