

## MEETING ROOM POLICY and AGREEMENT FORM

Copies of the *Meeting Room Policy and Agreement Form* used by the Guilderland Public Library to authorize use of the Library meeting rooms are available at the Circulation Desk.

The Agreement Form must be completed and signed during a meeting at the Library Director's Office at least two weeks before the proposed scheduled time of the meeting room use. (The two week deadline may be waived if a room becomes available due to change in schedule or cancellation.)

At this meeting, the policy will be reviewed, advance fees, if required, must be paid and any required certification documents (i.e. insurance) must be submitted.

The Director's Office must be notified of any meeting cancellation prior to the scheduled meeting.

Citations

Revised 5/19/00

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## Kitchen Rules

- 1) This area is available for use with prepaid refundable deposit of \$50.
- 2) Any supplies found in cupboards or the refrigerator are for library staff program use only.
- 3) Any Library dishes, silver, or equipment such as coffee pots must be washed, dried and put away.
- 4) Range & oven to be used for heating only, not for cooking.
- 5) Countertops must be cleared and cleaned.
- 6) All equipment must be shut off.
- 7) No food or other supplies may be stored.
- 8) All trash must be removed from the building and taken with you when you leave.
- 9) Deposit will not be refunded until an inspection has been made.
- 10) Failure to abide by these regulations may result in loss of meeting room privileges.

## FEE SCHEDULE

### Meeting Room Use

Note: All required fees for food, beverages or other refreshments in meeting rooms and after hours use must be paid by check at the time of application. The check should be made out to the Guilderland Public Library. Kitchen use fees are the only fees which are refundable. All usage of meeting room space beyond the normal open hours will be based on availability of staff, and must be indicated at the time of application.

### Food, Beverages or Other Refreshments in Meeting Rooms--\$50.00 deposit

**Clean up/Maintenance Fee: \$50.00** will be due when the reservation is confirmed. Checks will be held until after the event has taken place. Provided Meeting Room Guidelines have been followed, individual deposits will be mailed within one week to the contact person listed on the application form. Refundable deposits will not be returned immediately following the event. **Failure to observe the Clean-Up Regulations posted in the kitchen will result in forfeiture of the deposit, as well as the loss of future Library meeting room privileges.** Additional charges may be incurred, dependent upon the amount of any extra maintenance work needed after the event.

### Recital Deposit

**Clean up/Maintenance Fee: \$50.00** deposit will be due when the reservation is confirmed. The deposit will be held until after the event has taken place. Provided Meeting Room Guidelines have been followed, the deposit will be mailed within one week to the contact person listed on the application form. Refundable deposits will not be returned immediately following the recital. **If there have been food, beverages or other refreshments served, failure to observe the clean-up regulations posted in the kitchen will result in forfeiture of the deposit, as well as the loss of future Library Meeting Room privileges.** Additional charges may be incurred, dependent upon the amount of any extra maintenance work needed after the Recital.

**Tuning Fee:** Anyone wishing to use the piano and have it tuned specifically for his/her recital must give the Library three weeks advance notice and must pay the **\$90.00** tuning fee; the Library will select the tuner and arrange to have the piano tuned prior to that use.

After-hours Use

***Weekdays only:***

9 - 10 am -- No Charge

9 - 10 p.m. -- **\$25.00**

**Meeting Rooms will not be available for any additional hours beyond those listed on this form.**

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## 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 library card or organizations subject to the guidelines as established by the Board of Trustees. All programs must be open to the public.

**B. FACILITIES:**

- 1) Helderberg Room: Capacity, 212 (maximum, with tables and chairs, 130);
- 2) Normanskill Room: Capacity, 98 (maximum, with tables and chairs, 50);
- 3) Three smaller study rooms may be available for groups of six or fewer; check at the Information Desk

**C. MEETING ROOM GUIDELINES FOR NON-LIBRARY FUNCTIONS**

The meeting rooms of the Guilderland Public Library shall be made available for public use to Guilderland residents with a Guilderland library card or organizations.

To schedule a meeting room, an appointment with the office of the Library Director should be made by the responsible representative of the user group to review the guidelines for room use and to complete and sign the Agreement Form.

The Director of the Library and the Board of Trustees reserve the right to approve or disapprove use of the meeting rooms:

1. Library-sponsored meetings shall have priority.
2. The meeting rooms may not be reserved more than **60** days in advance.
3. The rooms may not be used more frequently than twice a month by the same group or individual (see item #15). Circumvention of guidelines will result in forfeiture of use of rooms for a two year period. **Exceptions may be made for the Guilderland Central School District.**
4. All programs held in the Library must be open to the public without admission charge, donation, or solicitation of funds and adhere to the open meeting law.
5. The meeting rooms shall not be available for commercial or advertising purposes, fundraising, or the overt and exclusive solicitation of future business. **No items or services may be sold at any non-library-sponsored program held in the meeting rooms.**

Citations

Adopted 9/8/88; Revised 6/16/92; Revised 7/1/93; Revised 5/23/95;  
Revised 12/12/96; Revised 11/18/99; Revised 5/19/00; Revised 9/21/00;  
Revised 5/19/02; Revised 3/11/04; Revised 7/08/04; Revised 2/10/05

6. Since government entities typically have their own facilities and resources, meeting rooms shall be available to non-Guilderland agencies only in those instances when a proposed

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program is endorsed as a Library-sponsored event.

7. Neither the name nor the address of the Guilderland Public Library may be used as the official address or headquarters of an organization; nor can any publicity state or imply that the library is in any way sponsoring or endorsing the function for which the meeting room is being used nor can any publicity. The Library may not be named as a contact point for dissemination of information or publicity for meeting room events.
8. Smoking is not permitted on the Library premises.
9. There shall be no distribution of literature outside the meeting rooms.
10. Normal schedules of meeting room use will be during regular Library hours:

Library hours are:

M-F 10 a.m. – 9 p.m.

Sa 10 a.m. – 5 p.m.

Su 1 – 5 p.m. (Summer: Closed)

For use during regular hours, there is no charge. Scheduled times agreed upon by the Library and the user must include the time required by the user for setup and takedown of user equipment and displays.

11. During weekdays, meeting rooms may be available one hour before regular opening time and up to one hour after regular Library hours. Setup and takedown time must be included in the hours, as noted in paragraph 9, above. During additional hours, services of the Library will not be available.
12. Any user supplying food, beverages or other refreshments in the meeting rooms must sign up for the Library's kitchen facility. A refundable deposit will be required. Arrangements for food, beverages or other refreshments in the meeting rooms use must be made at the time the Agreement Form between the user and the Library is signed. Kitchen facilities are available for serving light refreshments. No food may be prepared and no alcoholic beverages may be served. Two 12-30 cup coffeemakers are also available upon request. **All refuse must be removed by the user by the end of the scheduled period of kitchen use.** Failure to observe the Clean-Up Regulations (posted in the kitchen) will result in forfeiture of the deposit as well as the loss of future Library meeting room privileges. Additional charges may be incurred, dependent upon the amount of any extra maintenance work needed after the event.  
Note: The kitchen facilities may have to be shared if both meeting rooms are in use at the same time.
13. Any special configuration of chairs or tables must be requested at the signing of the Agreement Form. The meeting rooms will not be available earlier or later than the scheduled times.

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14. The user of a meeting room is liable for any damage to the Library or its furnishings. Clean up and/or replacement costs will be invoiced to the responsible representative of the user organization. Programs involving paint, clay, or other materials deemed by the Library staff likely to result in damage to carpeting or furnishings are not permitted. If any equipment is brought into the meeting rooms by the user, the Library may require a certificate of insurance verifying that the equipment is insured by the user for damage to the equipment and also that liability for damage to the Library is covered by the user's policy.
15. The Library does not take any responsibility for handling inquiries regarding the scheduled meetings. However, the Library may refer questions regarding meetings to the person signing the Agreement Form.
16. All programs involving up to 20 minors must have at least two adult supervisors, with an additional adult for each 10 minors. These supervisors must be acceptable to the Library Director or the Director's designee, and shall be held personally responsible for the conduct of the program and its participants.
17. Any user of the meeting rooms may be barred from future meeting room use for failure to abide by these guidelines, or for being disorderly or disruptive while using Library facilities.

#### RECITAL POLICY

1. Advance reservation of the Helderberg Room may be made by bona fide music teachers or performers from the Capital District for their recitals. Reservations may be made a maximum of 90 days in advance.
2. A \$50 deposit will be due when the reservation is confirmed. The deposit will be held until after the event has taken place. Provided Meeting Room Guidelines have been followed, the deposit will be mailed within one week to the contact person listed on the application form. Refundable deposits will not be returned immediately following the recital. If there has been food, beverages or other refreshments served, failure to observe the clean-up regulations posted in the kitchen will result in forfeiture of the deposit, as well as the loss of future Library Meeting Room privileges. Additional charges may be incurred, dependent upon the amount of any extra maintenance work needed after the Recital.
3. Anyone wishing to use the piano and have it tuned specifically for his/her recital must give the Library three weeks advance notice and must pay the \$90.00 tuning fee; the Library will select the tuner and arrange to have the piano tuned prior to that use.
4. Use of the meeting rooms for non-Library functions must be open to the public with no admission charged, no sales nor solicitation of donations may be made.
5. Reservations are not transferable.

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# MEETING ROOM AGREEMENT FORM

**This form must be completed for each meeting that is scheduled.**

**Please indicate desired room by CIRCLING your choice below.**

**Helderberg (LARGE) Meeting Room      Normanskill (SMALL) Meeting Room**

*(Library Hours: M-F, 10 a.m.-9 p.m.; Sa, 10 a.m.-5 p.m.; Su, 1-5 p.m. Summer: Sa, 10 a.m.-1 p.m.; Su, closed)*

DATE OF MEETING \_\_\_\_\_

SET UP TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_ MEETING TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_

RESPONSIBLE REPRESENTATIVE \_\_\_\_\_

ADDRESS \_\_\_\_\_

GUILDERLAND LIBRARY CARD NUMBER \_\_\_\_\_ (You must live in the Guilderland School District)

TELEPHONE (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

**PERSON ON-SITE RESPONSIBLE FOR GROUP CONDUCT:** \_\_\_\_\_

**WRITE A BRIEF DESCRIPTION OF THE PROGRAM TO BE HELD.**

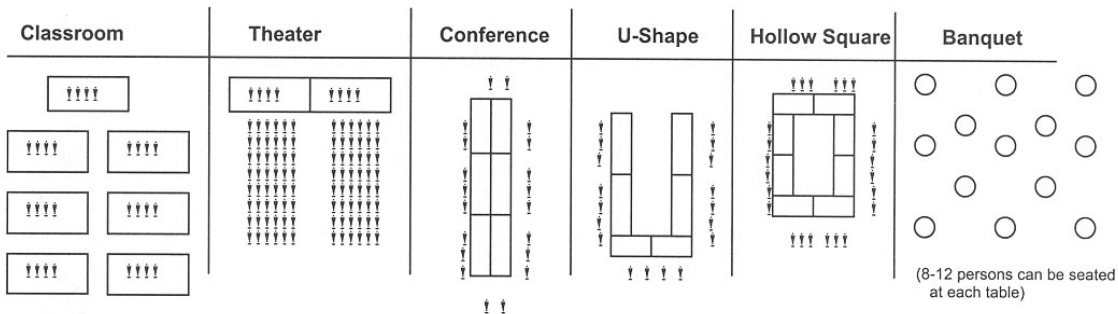
**LIBRARY EQUIPMENT TO BE USED DURING THE MEETING: Yes** \_\_\_\_\_ (check below) **No** \_\_\_\_\_

Easel                       Marker Board                       Projection screen                       TV/VCR  
 Lecterns (floor, tabletop)     Microphone (large room)                       Coffeemakers                       Overhead Projector  
 TV/DVD                       Slide Projector

**TABLES:**  Standard     18" Narrow     Round

**ROOM SET UP REQUESTED** \_\_\_\_\_

(see diagrams below; theater style can seat the greatest number of people)



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**CHAIRS:** Number \_\_\_\_\_

**ADDITIONAL ROOM REQUIREMENTS:**

[ ] Head Table with # \_\_\_\_\_ chairs

[ ] # \_\_\_\_\_ Tables for Handouts, Refreshments

[ ] Other \_\_\_\_\_

**ANY FOOD, BEVERAGES OR OTHER REFRESHMENTS: \$50.00 check payable to Guilderland Public Library is required (refundable within 14 days providing you clean up and take the trash with you when you leave).**

**Yes** \_\_\_\_\_

Deposit received (date)\* \_\_\_\_\_ Deposit returned \_\_\_\_\_

**\*NOTE: A fee of \$15.00 will be charged for returned checks.**

**SPECIAL HOURS USE:**

a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Fee received (amount and date)\* \_\_\_\_\_

**PIANO USE:**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Maintenance fee received (date)\* \_\_\_\_\_

Tuning fee received (date)\* \_\_\_\_\_

**CERTIFICATE OF INSURANCE:**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**No cleaning solvents or chemicals that would cause noxious fumes to enter the library will be permitted in conjunction with meetings.**

**DISCLAIMER OF RESPONSIBILITY**

*The Guilderland Public Library is not responsible for damage to the property of authorized 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 rooms.*

**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.**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 9/21/00