

## Loudonville Public Library Community Room Policy

**Monday, Tuesday, & Thursday: 9 am to 7:30 pm**

**Wednesday & Friday: 9 am to 5:30 pm**

**Saturday: 10 am to 3:30 pm**

*“The purpose of the Loudonville Public Library is to select, make available, and maintain resources, in a variety of formats, meeting the educational, informational, and recreational needs of our customers. The Loudonville Public Library offers this service to all persons and exists to stimulate ideas and learning, and to enhance the quality of life for those we serve.”*

As a community service, the Loudonville Public Library makes its meeting rooms available for use by community groups when they are not being used for library related activities. Meeting rooms are available to the public for business, civic, cultural, charitable or educational programs.

The community meeting rooms may be utilized by non-profit groups at no cost. For profit and commercial organizations may use the community rooms for a fee established by the Library Board of Trustees. The Library administration can only provide limited staff support during the posted community meeting room hours.

All meeting rooms are subject to availability and adherence to the following policies and guidelines:

### 1. General Policies

- The Library administration recognizes the rights of individuals or groups to express their views so long as they abide by the guidelines covering the use of the Library’s meeting rooms. It is understood that views expressed by individuals or groups using the meeting rooms are not necessarily those of the Board of Trustees, the administration, or staff.

### 2. Reserving and Scheduling a Meeting Room

- The person scheduling a meeting room must be over eighteen (18) years of age. A room reservation for individuals under the age of eighteen (18) must be made by a supervising adult.
- Reservations are made on a first come, first served basis, and may be made in person or by faxing or emailing a completed Meeting Room Request and Agreement. The Loudonville Public Library Meeting Room Request and Agreement form is available at the main circulation desk and on the Library’s Website and needs to be properly completed before a room reservation is complete.
- When scheduling a room, the applicant will be asked to state the name of the group, purpose of meeting, approximate number of persons expected to attend, date and time of meeting or program, duration of meeting or program, and complete contact name, address, and phone number.
- Reservations cannot be transferred to other people or groups.
- Reservations for meeting room use may not be made more than one year in advance, operating on a calendar year calendar. Groups meeting on a continuous basis must renew and/or update their Meeting Room Request

and Agreement every six months or at least once each school year for applicable individuals or organizations.

- The Library administration will not accept or honor any mail-in letters requesting meeting room use unless the correspondence includes a completed Meeting Room Request and Agreement form.
- All meetings will begin no earlier than 9 am and will end by the end of regular business hours. After hours use of meeting spaces will be available for civic meetings or Library-affiliated programming on a limited basis with the Director's Approval.
- Library programs will take precedence over all scheduled meeting room events. The Library administration reserves the right to change or cancel meeting room reservations when necessary; however, every effort will be made to avoid such conflicts. The Library staff will make every effort to inform patrons of any changes.

### 3. Meeting Room Rules

- Announcements or publicity about a program or meeting must include an address or telephone number other than the Library as a contact for information. Meetings shall not be publicized in such a way as to imply Library sponsorship, unless the Library is explicitly co-sponsoring the event.
- Meetings shall be conducted with respect for the rights of other Library users, Library staff, and the safety of persons, equipment, and Library property.
- The individual or group using the meeting room is responsible for setting up chairs, tables, etc. and for returning these items to their original position at the conclusion of the meeting.
- Groups and individuals are responsible for notifying the Library of cancellation of a meeting in addition to notifying group members and/or the audience. The Library administration does not assume the responsibility for posting signs about such cancellations.
- An adult leader shall be present at all times and be responsible for the supervision of any groups of children under the age of eighteen (18) using the meeting rooms.
- Alcoholic beverages, smoking, and the use of candles are not permitted.
- No tape, thumbtacks, or related adhesives are to be used on Library walls or equipment. Some display and/or decorations may be permitted with prior communication and approval of the Director.
- The use of loose glitter, confetti, or small sequins for crafting or party purposes is absolutely prohibited. Glitter paints and glues are permissible if premixed. If you are unsure of whether something you want to use for your event is allowed please seek approval of the Director.
- Storage of personal property, equipment, and/or supplies is not permitted in the Library, unless the Director has given prior approval. The Library administration will not incur any liability as result of materials or equipment that may be damaged or missing.
- Accidents must be immediately reported to a Library staff member who will document the incident according to Library procedures.
- Groups and individuals are responsible for leaving the meeting room in good condition. A vacuum will be provided for use after the meeting. Groups serving refreshments are responsible for cleaning up the room and all serving

utensils following their meetings. If refreshments are served, food and/or beverages are not to be taken into other Library areas.

- Groups or individuals using the meeting room for more than a few hours and those staying all day are encouraged to park offsite. Library parking spaces are primarily for short-term users.
- Child care for children of adults attending meetings in Library meeting rooms is the responsibility of those adults.
- The Library administration assumes no responsibility for any hats, coats, book bags, musical instruments, or any personal belongings left behind.
- The Library administration will attempt to reach the contact person for the group if the building closes due to an emergency. If there is inclement weather, and the Library is forced to close, all scheduled meetings will be cancelled. Unscheduled closings are reported to local radio stations.

#### 4. Responsibilities

- The Library administration is not liable for injuries to people, damage to their property, or loss of property to those using the meeting rooms.
- Any person making a reservation to use a meeting room must agree to assume full responsibility for any damages to the facility or equipment which may occur as a result of the group's activities.
- Failure to abide by the preceding rules for meeting room use may be justification for denying a group or individual future use of the meeting rooms.
- The Board of Trustees reserves the right to amend this policy at any time. The Director may waive any meeting room regulation and may deny or cancel any application for the reservation of meeting room space provided there is sound rationale.

#### 5. Refund Request

- Prompt notification to the Library of a meeting cancellation is required. A completed Community Room Refund Request form must be signed by the original individual who reserved the community room(s). All Community Room Refund Request forms should be submitted to the Director. Fees will be refundable provided the Library has been given at least seventy-two (72) hours notice of the meeting's cancellation.
- It is the group leader's responsibility to notify his or her members/audience if the scheduled meeting or public program is to be canceled. In general, the Library does not post signs about such cancellations.
- Any exceptions to these guidelines for community room refund requests may be made at the discretion of the Director.