



# LOUDONVILLE PUBLIC LIBRARY

## MEETING SPACES POLICY AND PROCEDURE

### COVERAGE

This policy applies to the use of all of the Loudonville Public Library's publically available meeting spaces which includes two community rooms, the Janice L Portz Kick Board Room (hereafter simply "board room"), and the Friend's Café.

### BASIC TERMS OF USE

Loudonville Public Library (LPL) meeting spaces may be used by individuals, non-profit organization, and for-profit organizations free of charge. Such use cannot be for direct financial gain including the selling of goods and/or services, fundraising, or accepting of donations.

Those wishing to use a library meeting space for the purposes of financial gain will be charged a fee for the use of the space of \$50.00 to be paid at the time the space is booked

All meetings at the Library during regular business hours are to be considered public events and are therefore open to the public on equal terms.

The individual reserving community room must be at least 18 years of age to reserve a meeting room. An adult (18 years or older) must be present during any use of LPL meeting spaces.

### SCHEDULING REQUIREMENTS

Those requesting use of the room must accept the terms of LPL's Meeting spaces policy and take responsibility to see that all conditions of use are followed. Reservation at least twenty-four (24) hours in advance is preferred.

Meeting spaces are available to customers within the days and times listed below. It is expected that reservations will include setup and teardown time which may extend both 30 minutes before and after the times listed below provided prior arrangements are made to this effect.

- Monday - Thursday: 9:00 a.m. – 8:30 p.m.
- Friday and Saturday: 9:00 a.m. – 5:30 p.m.

LPL reserves the right to cancel or change any meeting room reservation with twenty-four (24) hours' notice if circumstances at LPL so demand. LPL reserves the right to cancel meeting room reservations with less than twenty-four (24) hours' notice due to acts of nature or situations warranting an emergency closing of a the Library.

Meeting spaces can be reserved up to six (6) months in advance. A customer is limited to five (5) reservations per month.

Cancellations should be made as soon as possible to allow others to use the rooms. If others are requesting the room, LPL reserves the right to cancel a meeting room reservation if the meeting's attendees have not arrived within the first half hour after the reservation start time.

## AVAILABLE EQUIPMENT

Each of the two community rooms are equipped with projectors, and a Blu-Ray player (used with projectors), microphones (handheld & lapel), easels, a podium, a dry erase board, and coffee makers are available. Library staff is available to assist with use and setup of this equipment upon request provided sufficient notice (minimum of 24 hours).

Other supplies such as dry-erase markers & erasers, and a selection of standard computer A/V cords can be checked out from library staff. These supplies must be returned at the conclusion of the meeting to avoid being charged for their replacement. Room users should confirm that cords needed for their own equipment are available from the LPL prior to the meeting.

The Board Room is equipped with a Microsoft Surface Hub, a 55-inch interactive whiteboard touchscreen with multi-touch and multi-pen capabilities. The Surface Hub is a powerful collaborative tool that facilitates group work and offers advanced videoconferencing. Library staff is available to assist with use and setup of the Hub upon request provided sufficient notice (minimum of 24 hours). User training can be scheduled for an individual either the day of a meeting or in advance and is highly recommended for first time users. The Surface Hub can be relocated to other meeting spaces within the Library upon consultation with appropriate staff which will review the request on a case by case basis.

Sufficient tables and chairs for the maximum safe capacity of each room are available for meeting use. Set-up and take-down of the chairs and tables is the responsibility of the individual of group using the room unless other specific arrangements are made. The Library should be consulted and must approve bringing additional tables or chairs beyond those provided by the Library.

## USER RESPONSIBILITIES

Notices and signs posted in the library announcing the meeting or directing attendees to the room must first be approved by the Director or Head of Public Relations prior to being posted. Notices and advertisements about the meeting **must not** imply LPL sponsorship or endorsement of the group's purpose or activities unless a formal partnership is in place.

Prepared food and non-alcoholic beverages are allowed in meeting spaces. As alcohol use is prohibited in the Library generally, use is prohibited in all meeting spaces. The lower level kitchen is available for the use of ALL meeting room users. Individuals and groups may use a caterer of their choice or bring their own food/beverages. All catering arrangements are the responsibility of the organization using the room. Caterers must follow the Meeting Spaces Policy.

The user of any meeting space is expected to leave the room in the same condition that it was in before the meeting unless another arrangement is made. Library staff should be notified of any damages or the need for trash removal. If the LPL staff is required to cleanup or make repairs to a degree deemed to be excessive, the user will be charged a fee of at least \$25.00 up to the cost of cleaning or repair. This fee must be paid before the same individual or group may use the room again.

Meetings held in LPL meeting spaces must not disturb normal library operations. LPL reserves the right to stop meetings that are disruptive to normal library operations. Any fees charged for the meeting will not be refunded.

The acceptance of the terms of LPL's Meeting spaces policy (electronically or in person) assigns responsibility for loss or damages to the room and loss or damage to any LPL property or equipment used during the meeting to the individual submitting the application and accepting the terms.

LPL reserves the right to reject any meeting room request, or cancel any reservation, if it is determined that the group or individual has abused its past privileges in using the meeting spaces in any way as determined by LPL including failure to pay past fees. This includes, but is not limited to, any violation of LPL's Meeting Spaces Policy.

LPL reserves the right to waive charges for the Living Legacy Foundation of the Loudonville Public Library, the Friends of the Loudonville Public Library, and other community organizations and partners as it deems appropriate.

LPL reserves the right to have staff present at meetings and other events in library meeting room facilities at no cost for the purposes of monitoring the event.