

## **East Greenbush Community Library Policy for the Education and Employment Resource Center**

The East Greenbush Community Library has designated the small meeting room previously called “the Literacy Room” as an Education and Employment Resource Center (EERC.) With the exception of Library planned activities, programs that deal with Education and Employment shall be given priority in scheduling. All groups using the space must comply with the Library’s meeting room policy with the exceptions noted below.

In reserving the room, preference will be given to adult education, employment and Literacy Volunteers. These groups may reserve a room up to six (6) months in advance and are not limited to 12 times per year.

Groups must comply with the established occupancy limit.

If there are no programs scheduled Patrons may apply to reserve space in the room on the day of use only. No advanced registration for same day use is allowed. Quiet study will take precedence.

The room must be vacated 15 minutes prior to the next scheduled use.

Patrons requesting to use the room must register at the Adult Reference Desk with ID.

A patron reserving the room must be at least 16 years old. This patron is responsible for the condition and conduct in the room.

A patron may reserve a room for a two (2) hour time block per day.

Groups are treated as one unit. A patron who has used a room as a member of a group may not reserve the room the same day.

At least one member of the group or the patron who reserves the room must stay in the room throughout the session. An empty room may be assigned to other patrons.

Patrons may not use the Library’s address or phone number as their contact point or expect library staff to assist with set-up, clean-up or receptionist duties.

Additional furniture cannot be moved into the room. No alterations may be made to the room and nothing may be attached to the walls. The door must remain unobstructed and windows uncovered.

Patrons using the EERC must return to the adult reference desk to check out.

Patrons must return the room to a neat and orderly condition.

Exceptions to this policy can be made at the discretion of the Director.

Approved by the Board 7/16/2013