



*Inspiring Ideas, Strengthening Community, Enriching Lives*

518-477-7476 | [www.eastgreenbushlibrary.org](http://www.eastgreenbushlibrary.org)

## Meeting Room Policy

Meeting Rooms at the East Greenbush Community Library are available for a variety of social, cultural, and educational activities, and discussions of current public questions. Meeting Rooms will be available for public use, when not in use for library-sponsored functions.

The Library follows the American Library Association's (ALA) guidelines regarding access to library facilities. Library meeting areas are made available on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use. Permission to use the library facilities and/or grounds does not constitute an endorsement or sponsorship of any group, individual, organization, or event. Permission to use the meeting room is nontransferable. The Library Director or his/her designee has discretion to review requests on an individual basis, when a request is made, based on the best interest of the library.

### General Criteria for All Usage:

- Number of attendees are limited to specific room occupancy limits.
- Available during regular library hours.
- Advanced reservations limited to 12 times per year, unless specifically approved by the Library Director.
- Self-serve with minimal staff assistance.
- Usage shall not interfere with regular library operations.
- Users must leave the meeting room clean and ready for the next group. Cleaning supplies are available on request. If staff cleaning is needed, cleaning fees will be assessed.
- Misuse or damage to library meeting rooms or equipment may result in billing the user for damages and/or refusing any further requests for meeting room use.
- The Library is not responsible for loss or damage to the private property of individuals or organizations using meeting facilities.
- Meeting rooms must be vacated at the required time. Reservations must include set-up and clean-up time.
- Failure to follow meeting room policy and/or pay assessed fee(s) may result in loss of privileges to use East Greenbush Community Library meeting rooms by the violating group and/or individual.
- Food and non-alcoholic beverages may be served if it is noted on the application for use.
- Some events may be of great interest to the community. By using this room, you give the Library permission to photograph/record/broadcast your event.
- The Library reserves the right to photograph users of our meeting rooms during programs for use in library marketing materials. Those who do not want to be photographed must explicitly notify library staff verbally or in writing at each event.
- Audiovisual equipment is available for meeting room use. The Library cannot provide operators for the audiovisual equipment. Groups are responsible for loss or damage to library equipment.

### Meeting Room Policy

Adopted, Library Board of Trustees, January 16, 2001

Amended, Library Board of Trustees, October 21, 2003

Amended, Library Board of Trustees, February 19, 2009

Amended, Library Board of Trustees, July 19, 2011

Amended, Library Board of Trustees, September 18, 2018

Amended, Library Board of Trustees, April 12, 2022

Amended, Library Board of Trustees, September 19, 2023



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- Library personnel must always have free access to meeting rooms. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above rules.

### **Special Notes Regarding the Hurr Education Center:**

- Priority use will be granted to nonprofit, education, and employment organizations, or individuals, for the purposes of instruction, studying, test-taking, interviewing, coaching, or training.
- Available for walk-in use or same day use reservations only.

### **Use of Library Meeting Room(s)**

The facilities are available to the following organizations:

- Friends of the East Greenbush Community Library.
- As a polling place for town and county agencies.
- Meetings/Classes/Trainings held by elected officials or staff of the Town of East Greenbush, East Greenbush Central School District, Literacy Volunteers of Rensselaer County, Questar III BOCES, Capital District Library Council, New York Library Association, or Upper Hudson Library System; Not-for-Profit meetings open to the public and hosted by a valid Upper Hudson Library System cardholder.
- Individuals or groups not registered under the Federal Revenue Code may qualify for room use if the purpose of the meeting is educational or of general community interest, and the responsible person does not solicit customers nor derive income associated with the subject of the meeting.

### **Advance Reservations**

- User must have a valid library card in good standing from any Upper Hudson Library System member library.
- Reservations may be made up to two months in advance for all meeting rooms except the Hurr Education Center.
- Reservations are on a first-come, first-served basis.
- Resident requests will be given priority over non-resident requests.
- Completion of a Room Reservation Request is required to request a booking.
- All reservations must be approved and confirmed by the Library Director or designee.
- Groups are limited to 12 meetings in the previous 12-month period.
- Standing reservations for meetings are not permitted.
- Consecutive uses will be approved on a case-by-case basis, as availability allows. More meetings may be allowed if space is available.

### **Same Day Use Reservation**

- If the meeting room is not scheduled for use, a same day use reservation for a period of two hours may be requested by reserving a space with library staff. Time may be extended by library staff if room is not in demand.

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- Users are subject to the same requirements listed herein except they are not subject to the “Advance Reservations” criteria.
- Same day use reservations will be held for 15 minutes after start of time, otherwise room reservation will be forfeited and use will be opened to the public.

## **Cancellations**

- The Library reserves the right to cancel a reservation for a group at any time if the room is needed for library programs or for meetings of the Library Board of Trustees. The Library will try to supply at least 24 hours’ notice should cancellation be unavoidable.
- The Library reserves the right to interrupt, stop, or cancel an event when, in the sole judgment of the East Greenbush Community Library, such an act is necessary in the interests of public safety and/or use is in violation of this policy. User waives any claim for damages or compensation should the event be interrupted, terminated, or cancelled.
- Please notify the Library if you need to cancel your reservation.

## **Publicity**

- Publicity for a meeting is the responsibility of the organizer.
- No flyers, banners, or other types of advertisement may be posted in the windows, hallways, or outside the building advertising events within the library.
- All press releases, promotional materials and other forms of publicity must contain the following statement: “This is not a Library-sponsored program.” Failure to comply may result in cancellation of reservation.
- Promotional materials must clearly state the sponsor of the event and include a local contact telephone number. The Library may not be named as a contact point for information about, or registration for, the event.
- Sales or solicitation of any nature is prohibited.
- Permission to use Library facilities and/or grounds does not constitute an endorsement or sponsorship of any group, individual, organization, or event.

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