

Red Hook Public Library Meeting Room Policy

As an expression of its mission to connect people with information, ideas and experiences, the Red Hook Public Library provides two meeting rooms. The primary purpose of these rooms is for library activities, including programs presented by library staff, Friends of Red Hook Public Library or other organizations affiliated with the library. When a meeting room is not being used for a library activity, the space will be available to the public for non-profit, civic, cultural or educational programs or meetings which are open to the public.

Red Hook Public Library supports and endorses the American Library Association's Library Bill of Rights, which states:

"Libraries which maintain meeting spaces, exhibit spaces or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

The fact that an organization is permitted to meet at the Library does not constitute an endorsement of the organization's beliefs by the Library, its staff, or its' Board of Trustees.

All meetings and programs held at Red Hook Public Library must be open to the public and listed on the Library's Calendar of Events. Organizations conducting business meetings or presenting programs may wish to restrict or limit public comments during all or part of their meeting or programs. Any such restrictions should in no way interfere with the public's ability to attend, observe or listen to the program.

The Library can impose reasonable conditions for the use of its meeting rooms to ensure that public or private property is not damaged through use of its facilities, and to ensure that the safety, welfare and comfort of the public is not disturbed. The maximum capacity for each room shall not exceed 20 people.

The following list of guidelines must be adhered to by any group using Red Hook Public Library's meeting rooms:

- The Library's meeting rooms are used for Library staff training, for Library programming, and for Library-sponsored events. Priority for meeting room use is given for these purposes.
- All gatherings must be free and open to the general public. No collection can be taken during the meeting. No products or services may be advertised, solicited or sold in library meeting rooms or on library property. Promotion of any activity for which a fee is charge is not permitted.
- Persons or groups must submit a completed Meeting Room Reservation Request to the Library at least two weeks before the event. The reservation is not completed until the form has been submitted and approved with a confirmation e-mail being sent.

- The Library reserves the right to collect fees (\$50 per hour, for a maximum of two hours) for the use of its meeting rooms. The Library also may collect reasonable reimbursement for any additional costs or damage incurred for use of a meeting room.
- The Library reserves the right to refuse meeting room space to patrons with an outstanding Library bill.
- The Library cannot guarantee a wireless open Internet connection in its meeting rooms. Direct connections to the Library's network are not available.
- Meeting rooms are available during the Library's regularly scheduled hours. All meetings must be completed fifteen (15) minutes before the library closes unless prior approval is given by the Director.
- Meeting room programs must not interfere with Library operations.
- Only the Library or Friends of Red Hook Public Library may use meeting rooms for fundraising events.
- Meeting rooms shall not be used for private, for-profit, entrepreneurial or commercial purposes.
- Any publicity, including brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and telephone number of the individual or organization sponsoring the meeting. Neither the name nor the address of the Library may be used as the official address or headquarters of an organization. The Library cannot be listed as the sponsoring organization for public relations purposes, but only as the "location site." The library telephone number may not appear on the publicity.
- Commercial use of Library meeting rooms is generally not allowed. However, a commercial entity or professional practitioner may use a library meeting room to provide an education program open to the general public related to his or her field of expertise. In such a case, an education opportunity offered by an expert provides benefit to the public. During such a program, no attempt may be made to sell a specific product or service offered by the entity or practitioner or any other commercial interest. Therefore the individual or organization offering the program may not solicit personal information (names, addresses, phone numbers, e-mail addresses etc.) from the program participants, during the program.
- Light refreshments may be served, but groups may not prepare food on library property. Groups are responsible for cleanup.
- No smoking or alcoholic beverages are allowed in the library.
- If a group reserving the room cancels a scheduled meeting, the applicant must cancel the meeting as soon as possible. Cancellation of reservations must be made at least two weeks in advance to be eligible for a reservation fee refund.
- The Library assumes no liability for theft or damage to property brought onto library property or for injuries which occur as a result of actions of sponsors or participants in activities in meeting rooms.

- The library reserves the right to cancel a reservation with no less than 48-hours' notice if the space is required for use by the library or a library-related organization.
- The Library reserves the right to attend any meetings held in its facilities (except lawful executive sessions of government bodies) to verify that no illegal activities are taking place on the Library's premises.
- The first attendee(s) to arrive must check in at the circulation desk upon arrival.
- Groups may not enter the Library before the official opening hour, not even to set up for their program. Groups are required to end meetings and vacate the room 15 minutes before closing time to give staff time to secure the building for closing.
- The library reserves the right to revoke permission previously granted if deemed appropriate either prior to or during an event, program or meeting.
- All applications are public documents and shall be available for inspection upon request at the Library's facilities.
- Rescheduling events: The Library staff will attempt to contact sponsoring organizations if the Library closes, forcing cancellation of a program. An attempt will be made to reschedule, based on space available. It is the group's responsibility to ascertain that the Library has not opened for the day by checking the Library's Web site.
- If it is necessary to cancel a meeting, the group is responsible for notifying participants and the Library. In case of inclement weather, the group is responsible for calling the Library to obtain a closing schedule, or checking the Library's Web site.
- The individual or group reserving the meeting room shall be responsible for any damage to or loss of library property. If library property is either damaged or lost, the Library Director shall obtain estimates for the repair of the damage or the cost of the replacement of the lost property. The individual or group will be responsible to pay that amount to the Library.
- Groups of children under the age of 21 and/or developmentally disabled adults attending a program, meeting, or event, must be supervised by one adult for every six children and/or developmentally disabled adults at all times.
- Parents of children (11 years old and younger) must attend any meeting, program, or event at which their child is present and, must remain in the Library building for the duration of the meeting or program and retrieve their child immediately at the conclusion of the event. This provision also applies to any adult who may bring the children of friends or relatives, etc. to a meeting, program or event.
- Submission of application does not constitute approval. The applicant will be contacted by the Library Director or his/her agent if use of the room is approved. Permission to use the room does not constitute library endorsement of the user's policies or beliefs.
- Groups and organizations which use the Library meeting rooms shall arrange for and provide their own special equipment needs.
- The Library reserves the right to revoke or modify permission to use its meeting rooms, or to modify conditions imposed on the use of the rooms, in order to

adapt to the operational needs of the Library or the priority needs of Library users cited in this policy. Applications may be denied on the basis of availability of space, frequency of use or requests for space by other groups and organizations, or, for other reasons that are in conflict with the primary purpose of the Library or with any regulations set forth in the Meeting Room Policy.

- An adult age 21 or older must sign the Library Meeting Room Application and be in attendance when the meeting room is in use. The person shall be responsible for the conduct of their group, payment of bills and protection of library property during the course of their meeting.
- Proof of Liability Insurance must be submitted with application and fee by the person reserving the room.
- No group or organization can transfer use of the meeting room to another organization.
- Meeting room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Appeals to any of these policies may be submitted to the Board of Trustees in writing.
- The Director is responsible for the administration of this policy and for establishing administrative procedures for its implementation.