

# MEETING ROOM POLICY

The Library has several spaces available for members of the public to reserve. The space use must be in keeping with the Library's goals and mission. It is the policy of the Library Board of Trustees to provide all members of the community with equal access to Library resources and facilities. The Library is committed to providing a welcoming and inclusive environment for all members of the community, regardless of race, ethnicity, gender identity, sexual orientation, age, religion, ability, or any other characteristic. The Library actively seeks to promote diversity, equity, and inclusion in all of its programs and services, including the use of its meeting and community rooms. By fostering an environment of inclusivity, the Library hopes to encourage dialogue, understanding, and appreciation of all members of the community.

Such resources and facilities are available equitably regardless of the beliefs or affiliations of those who seek to use them. Granting permission to use these rooms does not constitute an approval or endorsement of any individual or group by the Library or the Library Board of Trustees.

Children under the age of eight (8) may not be left unattended in any of the Library's meeting rooms in accordance with the Policy Concerning the Use of the Library by Children. Children must be supervised by at least one (1) adult for every five (5) children.

It is solely the responsibility of the applicant to leave the room and its equipment and furnishings in the same condition as it was found. Users must leave the room in good condition. Trash must be disposed of in appropriate containers.

The Library, its employees and Trustees, do not assume responsibility for personal injury or damage to or loss of personal property during an applicant's use of these rooms. However, any damage and/or personal injury must be reported promptly to Library staff. Applicants must sign a waiver of liability holding the Library, its employees and Trustees harmless for any personal injury, damage or loss.

The Library staff is not responsible for and will not monitor personal items left unattended in these rooms regardless of value or circumstances. Items left in an unoccupied room will be removed and may be considered abandoned after a reasonable period (of not less than two weeks).

Space uses must not disrupt the use of the Library by others. Individuals or groups presenting and attending programs and events are subject to all Library policies, rules and regulations.

Space uses must not conflict with Library programs or services, nor with previously scheduled events.

Library spaces may not be used for events or meetings involving the sale, advertising, solicitation or promotion of commercial products or services immediately or at a future time. Library spaces may not be used for fundraising activities except those intended to solely benefit

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the Library, unless a specific approval has been obtained in advance from the Library Director or their designee.

Alcoholic beverages may not be served without prior permission of the Library Director or their designee.

Failure to comply with Library policies, rules and regulations may result in the denial of future room usage.

## COMMUNITY ROOM AND MEETINGS ROOMS

The Library has one (1) Community Room. The Community Room can accommodate up to 80 people, depending on room layout needs. It can be reserved up to three (3) months in advance for a maximum of eight (8) hours, no more than two (2) times per week by the same individual or group. The Community Room is available during Library operating hours and may be made available outside of Library operating hours, subject to staff availability.

The Library has three (3) meeting rooms with varying levels of availability, privacy, and attendance capacity (not exceeding 20). These rooms can be reserved up to one (1) month in advance. The use of the meeting rooms by an outside organization or individual is limited to not more than three (3) times per room in any three (3) month period by the same individual or group. These rooms are not regularly equipped with standard meeting technology, so equipment will need to be reserved in advance if needed.

The Library Director and/or their designee, in their sole discretion, may authorize an educational, cultural or civic organization to use these rooms for a series of classes or meetings with more frequent regularity for a period of time not exceeding six (6) consecutive months. The Library's Adult Literacy Partners, Literacy Connections and Questar III are exempt from these limits.

Applications for the use of the Community Room and Meeting Rooms may be made through the Library's website.

Use of the Community Room is free for Hudson Area Library cardholders and for Hudson area-based nonprofit organizations, provided that attendees are not charged and that attendance is open to the public. All others will be charged a space fee according to the attached schedule.

Upon approval of the application, all fees and charges for use of the Community Room or Meetings Rooms must be paid no later than one (1) month before the reservation date. Failure to do so may result in the cancellation of the reservation. Cancellations made less than one (1) month in advance of the reservation date are not refundable. The Library reserves the right to cancel any reservation within 21 days of the reservation date at the sole discretion of the Library Director and/or their designee for Library purposes, with any fees paid to be refunded in full.

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Priority and permission for use of the Meeting Rooms are given by, and at the sole discretion of, the Library Director or their designee in the following order:

1. The Library
2. The Friends of the Hudson Area Library
3. Educational, cultural, governmental and civic organizations based in the City of Hudson, Town of Greenport, and Town of Stockport.
4. Educational, cultural, governmental and civic organizations based outside the City of Hudson, Town of Greenport, and Town of Stockport.
5. Individual cardholders based in the City of Hudson, Town of Greenport, and Town of Stockport.
6. For-profit organizations.

The Library Director or their designee reserves the right to review applications for the use of the meeting rooms and may impose additional restrictions as appropriate.

Use of these rooms is subject to the attached fee schedule. These rooms may be reserved outside of the Library's operating hours, depending on staffing availability and for an additional fee.

Those who are invited or permitted to appear/speak in the meeting rooms and wish to sell books or other materials may do so at the sole discretion and subject to prior permission of the Library Director or their designee. A minimum of five (5) percent of gross proceeds of sales must be donated to the Library.

There may be no admission fees and no solicitation of donations, except with the prior permission of the Library Director or their designee.

The Community Room is equipped with audiovisual equipment, and the Meeting Rooms may be equipped subject to reservation by applicant and availability of equipment. The applicant must learn how to operate this equipment in advance. Library staff will set up the room and ensure equipment is in working order prior to the start of meetings/programs. Library staff may not be available to provide support during meetings/programs.

The Library has a small kitchen, located adjacent to the Community Room, the use of which may be included in the room use reservation for an additional fee.

The Community Room has a piano, the use of which may be included in the room use reservation for an additional fee. The piano may not be moved or used without permission from the Library Director or their designee.

The signing of the physical application or acceptance of the Terms & Conditions of the online application binds the applicant to accept full responsibility for the requested spaces use(s) and

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to comply with all regulations governing use of Library spaces. Failure to abide by these regulations may result in denial of future applications for the usage of these meeting rooms.

## FEES AND CHARGES

|                | Hudson Area Nonprofits and HAL Cardholders (free/public events) | Hudson Area Nonprofits (private events)<br>Other Nonprofits (free/public events) | For-profits (free/public and private events)<br>Other Nonprofits and Individuals (private events) |
|----------------|---|--|---|
| Community Room | FREE  | \$25/hour  | \$50/hour   |
| Meeting Room   | FREE  | \$15/hour  | \$30/hour   |

Piano Use Fee - \$100; waived for programs and events hosted by Hudson Area-based nonprofits that are free and open to the public, unless tuning is required.

Use of Kitchen Fee - \$50; waived for programs and events hosted by Hudson Area-based nonprofits that are free and open to the public.

Outside Library Hours Fee - an additional fee of \$25/hour may be charged for room reservations that fall outside of Library hours.

## FEES SUBJECT TO CHANGE

The Friends of the Hudson Area Library are exempt from usage fees.

The Library Director or Program Director, at their discretion, may waive fees for nonprofit community partners for private room uses that are free of charge to participants.

The Library reserves the right to change this policy without prior notice after reviewing the demand and usage of the meeting spaces.