

MID-HUDSON LIBRARY SYSTEM

MHLS Auditorium Use Policy

effective as of 1.1.12

The Mid-Hudson Library System allows the use of the Frank VanZanten Auditorium by library groups for civic and educational purposes. An *Application for Workshop/Meeting Arrangement* must be filed for each event request. Authorization to use MHLS's facilities does not reflect endorsement by the System of the general or particular program, position, or purpose of any persons or organizations. Use of the Auditorium for System purposes takes precedence over other uses. Failure to comply with System directives outlined in this policy may result in canceling future use.

1. Groups using the Auditorium shall secure any necessary insurance coverage & performance licenses & indemnify the System for any failure on their part to do so. The MHLS Auditorium, at 105 Market Street, must be named as additionally insured on the library group's liability insurance policy & a current Certificate of Insurance must be on file at MHLS prior to use of the Auditorium.
2. If Auditorium will be used outside of System hours (8:30am-4:30pm M-F) the group is responsible for obtaining a key in advance & instructions for the Auditorium alarm.
3. Booking option for MHLS equipment is for use at MHLS events. Equipment may be available for non-MHLS events for a fee. Anyone using MHLS equipment must be trained in its use by a System media staff member beforehand.
4. Attendance at programs may not exceed the room capacity of 120 w/tables, 250 w/o.
5. Groups of children or teenagers must be supervised by one adult for every ten children.
6. Smoking is not permitted anywhere in System buildings, including the restrooms.
7. Usage Fee: *Note: This must include the time to set up prior to the event and time to clean up afterwards.*
 - Half Day (up to 4 hours): \$ 100.00
 - Full Day (over 4 hours): \$ 150.00
8. Cancellations: An event must be cancelled 48 hours before the scheduled time by e-mail to kcruiger@midhudson.org in order to avoid the usage fee. The System reserves the right to close the building for weather-related and other emergency conditions in the interest of public safety, resulting in the cancellation of events. Notice of emergency closings will be provided at [845-471-6060](tel:845-471-6060) x229. Usage fees will be refunded for cancellations due to emergency closings.
9. Groups are responsible for the set-up & the arrangement of the space, such as tables and chairs, for their event. No data projectors or other hot equipment are permitted on tables. Groups are expected to use their own paper products & coffee/food supplies. MHLS does not provide these for non-MHLS events. Nothing is to be hung from walls or ceiling, inside or out.
10. After their event, groups are responsible for Clean-up:
 - Tables: clean
 - Floors: free of debris & dirt
 - Bathrooms: sinks, toilets & floors clean; waste in proper receptacles
 - Kitchen: counters & sink clean, floors wiped
 - Trash: cans emptied. *Waste cans, plastic bags & dumpster are provided by the System*
 - Room set up: Put all tables away in closet & stack all chairs. *Note: If room rearrangement cannot be done at the end of the event, it must be completed by 8:30am the next week-day.*Close-up:
 - Unplug any electrical equipment or appliance(s) used
 - Adjust heat or air as per instructions at thermostat
 - Turn out all lights (including bathrooms); close glass foyer doors
 - Lock door & engage alarm when leaving
11. Inspections are done after each group use of the MHLS Auditorium. If the Use Policy guidelines are violated, groups will be charged a minimum of \$50 as per the attached Fine Schedule. If there is damage to any room that will necessitate professional cleaning or repair, the cost will be passed onto the group that used the room.

Groups are to orient their members to the exits in case of an emergency.

The System shall not be held responsible for the security of property owned by an individual or group using the auditorium or MHLS meeting rooms.

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MHLS Auditorium Fine Schedule

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Groups are responsible for the following room clean-up and close-up duties after their event:	Fine for violation
Clean-up	
Tables: clean	<input type="checkbox"/> \$50
Floors: free of debris & dirt	<input type="checkbox"/> \$50
Bathrooms: sinks, toilets & floors clean; waste in proper receptacles	<input type="checkbox"/> \$50
Kitchen: counters & sink clean, floor spills wiped	<input type="checkbox"/> \$50
Trash: cans emptied	<input type="checkbox"/> \$50
Room set up: all tables put away in closet and all chairs stacked. <i>Note: If room re-arrangement cannot be done at the end of the event, it must be completed by 8:30am the next week-day.</i>	<input type="checkbox"/> \$100
Close-up	
Unplug any electrical equipment or appliance(s) used	<input type="checkbox"/> \$100
Adjust heat or air as per instructions at thermostat	<input type="checkbox"/> \$100
Turn out all lights (including bathrooms); close glass foyer doors	<input type="checkbox"/> \$50
Lock door & engage alarm when leaving	<input type="checkbox"/> \$200
Damages that necessitate cleaning and/or repair <i>Note: This includes stains on the carpet</i>	<input type="checkbox"/> Time / Materials