

MID-HUDSON LIBRARY SYSTEM
Application for Workshop or Meeting Arrangements

This form must be submitted to and be approved by MHLS at least 2 weeks prior to the scheduled date of the event. A separate form is required for each date requested.

NAME OF EVENT _____

DATE _____ (Snowdate _____) DAY OF THE WEEK _____

TIME OF DAY: from _____ to _____ (include AM or PM)
 (Include in your reservation booking, time to set up prior to the event and time to clean up afterwards)

NUMBER OF PEOPLE _____ (can be revised)

MHLS Auditorium

MHLS Conference Room

ARRANGEMENTS OF CHAIRS, TABLES, ETC:

MHLS AV Equipment needed	Own equipment provided

REQUESTED BY: _____
 (Implies an understanding of and agreement to abide by the MHLS Auditorium Use Policy)

Contact name & phone # _____ Date _____

MHLS APPROVAL: _____ Date _____

For MHLS accounting office use only

Invoice # _____ Check # _____ Paid Date _____

MHLS Event

PPLD Event

Other Event

MHLS Auditorium Use Policy effective as of 1.1.08

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 and performance licenses and 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 and a current copy of the policy 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 and 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:
Half Day: \$ 100.00
Full Day: \$ 150.00
8. Cancellations: An event must be cancelled 48 hours before the scheduled time by e-mail to dformby@midhudson.org in order to avoid the usage fee. The System reserves the right to close the building in extremely bad weather or because of unforeseen emergencies, and will list the closing at 845-471-6060 x29.
9. Groups are responsible for set up and arrangement of the space for their event. No data projectors or other hot equipment on tables. Groups are expected to use their own paper products and coffee/food supplies. MHLS does not provide these for non-MHLS events.
10. Groups are responsible for the following room clean-up and close-up duties after their event:
Clean-up:
 - Tables: clean
 - Floors: free of debris and dirt
 - Bathrooms: waste in proper receptacles
 - Kitchen: counters and sink clean, floors wiped
 - Trash: cans emptied. *Waste cans, plastic bags and dumpster are provided by the System*
 - Room set up: return to U-shape form. Stack all additional chairs.

Note: If garbage removal and room re-arrangement cannot be done at the end of the event, it must be completed by 8:30am the next week-day.

U-Shape
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 fine schedule at midhudson.org/procedures/Auditorium/fines.pdf . If there is damage to any room that will necessitate professional cleaning, the cost will be passed onto the group that used the room.

Groups are advised to orient their members to the exit routes available in case of an emergency. The System shall not be held responsible for the security of property owned by an individual or group using meeting rooms.

Revised 5/1/03, 1/1/08, capacity revised 6/24/08.