

HOWLAND PUBLIC LIBRARY ROOM USE POLICY

The Howland Public Library Community Room and Small Meeting Room are general-purpose meeting rooms and are available for educational, recreational and civic purposes provided that such use does not interfere with regular library services or programs and that those groups using the rooms conform to the following rules:

The Howland Public Library Rooms must be reserved by filling out the Room Reservation Form, which is available at the Library circulation desk. Requests must be made at a minimum of one month and no more than three months in advance. Confirmation by telephone, email or in writing will follow as soon as possible.

Library events have priority. The Library reserves the right to cancel any reservation or move the reservation to another room if a Library event/program needs the space.

Proof of Liability Insurance must be submitted with application and fee by the person reserving the Room. Applicants not covered by insurance must sign the provided indemnification form.

Submission of application does not constitute approval. The applicant will be contacted by the Library with the decision. Fee will be returned if request is not approved.

There is a fee per use for any reserved space (see Room Reservation form). Room use is limited to non-profit organizations.

The Library reserves the right to refuse the use of Library space or cancel any reservation when it deems the action to be in the best interest of the Library.

The Library Board of Trustees must approve requests for a series of meetings. The Library reserves the right to limit the number of times a group may use Library space. No group may transfer use of Room to another group.

All programs and meetings held on Library premises must be open to the general public.

No admission may be charged by the organization sponsoring the event.

Commercial solicitation is prohibited. Rooms will not be used for personal or family purposes.

Use of Library space by any group in no way constitutes endorsement of the group's policies or activities by the Howland Public Library.

The Rooms will not be available for use in the event that the building is closed due to emergency conditions or inclement weather. If the library has an emergency closing, your designated contact person will be notified. In the event of inclement weather, the responsibility to check Library closures lies with the applicant. Cancellations are broadcast on PAMAL stations (e.g. WHUD-100.7 FM) and appear on the WHUD Storm

Center online, but PAMAL deletes announcements throughout the day. Cancellations are also online at www.cancellations.com or call the Library at 845-831-1134 extension 101.

The person signing the reservation form must be 18 years of age or older and be in attendance when the reserved Room is in use. She/he shall be responsible for the conduct of the group, payment of bills and for protection of library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility.

Signs, working papers, posters, etc. may not be attached to the walls of the meeting Rooms.

The Rooms may only be used during normal operating hours. All programs must end at least 15 minutes prior to Library closing times. The Rooms must be returned to their original condition. This includes disposal of trash (*remove your trash and dispose of it in YOUR agency's container*) and returning all furniture and equipment to its original location.

Smoking or open flames of any kind are not permitted in any Room of the Library.

Occupancy of the library is limited to 82 persons as posted by the fire inspector.

For non-library related/sponsored programs, any material advertising a program to be held in a Library Room is limited to a designation of location only and must make it clear that the Howland Public Library is not a sponsor. All advertising materials must be submitted to the Library Director for approval prior to distribution.

Requests to serve refreshments must be made on the Room Reservation Form. No alcohol is allowed on Library premises without special arrangement.

Any groups using the facility must adhere to copyright laws, including those laws covering the showing of any media presentations without proper licensing agreements.

It is understood that normal library operations will continue while the Rooms are in use and all meetings or programs must not interfere with library operations.

The library retains the right to monitor all meetings and programs conducted on the premises to ensure compliance with all the above regulations. Violations of any of these rules, regulations and procedures, or failure to comply with the instructions of a staff member may lead to denial of future Room use.

Adopted by Board of Trustees October 27, 1986

Amended by the Board of Trustees January 4, 2011

Howland Public Library
313 Main Street
Beacon, NY 12508
Telephone: (845)831-1134 Fax: (845)831-1165

Room Reservation Form

Date of Meeting: _____ Starting Time: _____ Ending Time: _____

Meetings may be conducted during the following times:

Monday, Wednesday, Friday: 9:30 AM – 5:15 PM

Tuesday & Thursday: 9:30 AM – 7:45 PM

Saturday: 10:00 AM – 3:45 PM

Sunday: 12:00 PM – 3:45 PM

ROOM CHOICE: (check one)

Community Room _____ Small Meeting Room _____

Meeting Room Charges:

<u>Room</u>	<u>Seating Capacity</u>	<u>Up to 3 Hours</u>	<u>Over 3 Hours</u>
Community Room	40	\$40.00	\$80.00
Small Meeting Room	15	\$25.00	\$50.00

Name of Organization/Group: _____

Purpose of Event: _____

Representative/Contact: _____

Telephone: _____ Email address: _____

Mailing Address: _____

Request permission to serve refreshments: _____

Anticipated attendance: _____

I have read the Room Use Policy. My group agrees to abide by said policy and the undersigned agrees to be personally responsible for any infractions thereof and to assume all responsibilities indicated in the policy.

Signature: _____ Date: _____

Approved by: _____ Date: _____

HOWLAND PUBLIC LIBRARY

Hold Harmless Agreement

We, _____, while utilizing portions of the premises known as The Howland Public Library located at 313 Main Street, Beacon, in the county of Dutchess and State of New York, hereby agree to save and hold harmless the said Howland Public Library from any liability whatsoever, including any claims made against said Library with respect to the use of the premises by our employees, members, guests and invitees between the dates of _____ and _____. We further agree that we will neither commit nor omit any act, which may result in any type of liability against the said Howland Public Library during our use of the premises.

In the event that the said Howland Public Library suffers any loss whatsoever, as a result of our use of the premises, we further agree to fully indemnify Howland Public Library for any such suffered loss.

Name (Print): _____ Date: _____

Signature: _____

Organization: _____

**Adopted by the Board of Trustees
January 4, 2011**