

New Lebanon Library Meeting Space Policy

(Adopted 7/8/10)

The Library meeting space is available for ~~meetings or programs uses~~ of an educational, philanthropic, cultural, recreational or civic nature ~~where a diversity of viewpoints is permitted~~ and for other functions which, in the judgment of the Library Director, will benefit the residents of the community.

Library ~~sponsored programs uses~~ take precedence over ~~use meetings of by~~ outside groups. The Library reserves the right to pre-empt the use of meeting space for library purposes upon two weeks notice to the ~~sponsor of any previously scheduled use organization which had requested that space~~. The Library will make every effort to avoid a cancellation, but does reserve that right.

~~At the discretion of the Library Director, P~~permission to use the meeting space ~~will may~~ be granted ~~upon a sponsor's completion of the "Meeting Space Application" form at the discretion of the Library Director~~. The Director's denial of a request may be appealed to the Library Board of Trustees.

~~Permission to use the M~~meeting space ~~wil shall~~ be denied ~~in the following cases: to groups which:~~

- ~~To organizations or groups that~~ discriminate in their membership, programs, or philosophy on the basis of race, creed, color, sex, or any other qualifier;
- ~~request space f~~For partisan political or ~~nonsecular~~ religious purposes;
- ~~For uses for monetary gain or other strictly commercial purposes would, through the sale of materials or services, profit from the use of Library space;~~
- ~~To minors or, consist of youth,~~ unless accompanied by one adult of at least 21 years for every ten ~~minors youth~~.

A charge may be imposed to cover utilities, staff, and any other expenses to the Library.

Smoking, cooking, and alcoholic beverages are prohibited in the Library.

Food may be permitted on a case-by-case basis at the discretion of the Library Director.

If the meeting occurs during open Library hours, regular Library activities will not be superseded by the meeting. Activity and noise levels in the meeting room must not disrupt or disturb regular Library activities.

~~At the discretion of the Library Director, permission may be granted to use the meeting space~~~~For programs occurring~~ outside of normal Library hours. ~~In such cases~~ the ~~sponsor applicant~~ is responsible for entry and closure ~~with permission of the Library Director~~. The process for ~~obtaining getting~~ and returning the Library key ~~must should~~ be arranged with the Library Director.

If the Library is closed because of weather or other unforeseen circumstances, the use of the meeting space ~~will be is~~ cancelled and the ~~sponsor registrant~~ will be notified as soon as possible.

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Permission to ~~use a group to meet at~~ the Library [meeting space](#) does not in any way constitute or imply an endorsement [by the Library staff or trustees](#) of [any user's](#) policies, beliefs, or programs ~~by the Library~~.

The signer of the Meeting Space Application is responsible for setting up the space to his/her group's requirements, for understanding and ensuring compliance with all applicable Library Policies and for cleaning and restoring the space to its original state. The signer is responsible for the cost of repairing any damage resulting from the group's use of the space.

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New Lebanon Library
Meeting Space Application

Organization: _____

Contact Person: _____ **Phone:** _____

Meeting purpose or function: _____

Reservation Date: _____ **Hours:** _____ **A.M./P.M. to** _____ **A.M./P.M.**

Anticipated total attendance: _____

I understand all the rules and regulations regarding the use of the space I am requesting, and accept full responsibility for any damages that may occur while my group is using this space.

Signature: _____ **Date:** _____