

Meeting Space Policy (Adopted 7/8/10; Amended 11/10/22)



New Lebanon
Library

The Library meeting space is available for uses of an educational, philanthropic, cultural, recreational or civic nature and for other functions which, in the judgment of the Library Director, will benefit the residents of the community.

Library uses take precedence over use 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. The Library will make every effort to avoid a cancellation, but does reserve that right.

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

Permission to use the meeting space will be denied in the following cases:

- To organizations or groups that discriminate in their membership, programs, or philosophy on the basis of race, creed, color, sex, or any other qualifier;
- For partisan political or religious purposes;
- For uses for monetary gain or other strictly commercial purposes;
- To minors, unless accompanied by one adult of at least 21 years for every ten minors.

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If the meeting occurs during open Library hours, regular Library activities will not be superseded by the meeting.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.

Permission to use the meeting space outside of normal Library hours may be granted solely at the discretion of the Library Director. A charge may be imposed to cover utilities, staff, and any other expenses to the Library.

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

Permission to use 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.

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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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:** _____