Crandall Public Library
251 Glen Street
Glens Falls, NY 12801
Phone: 518-792-6508
Fax: 518-792-5251
Email: crandallinfo@sals.edu

Crandall Public Library Meeting Room Policy Including Public Use of A/V Equipment and Room Reservation Form

Article six of the American Library Association Bill of Rights, which has been endorsed by Crandall Public Library, reads as follows: Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The following Meeting Rooms are available for use on approval of the attached application:

Christine L. McDonald Community Room	Capacity of 150 depending on seating
Holden Meeting Room	Capacity of 18
Crandall Room	Capacity of 12

The meeting rooms are available without charge to organized non-profit associations, tax-supported institutions, and government entities holding a meeting or event that is both free and open to the public. Individuals, study groups, and tutors, etc. may use the Crandall and Holden meeting rooms on a walk-in basis.

"For-profit" groups providing free, educational, public programs may reserve rooms without charge at the discretion of Library Administration. Priority will be given to Library programming or Library co-sponsored events, and the aforementioned groups. "For-profit" entities not providing educational public programs may use the rooms at the following rates to be paid in advance (checks may be made out to Crandall Public Library):

Christine L. McDonald Community Room………………$200 per hour
Holden Meeting Room…………………………………………..$50 per hour
Crandall Room…………………………………………………………$50 per hour

Meeting room use is subject to the following guidelines approved by the Library Board:

1. Priority is given to Crandall Public Library meetings and activities and Library co-sponsored activities. Availability of the meeting rooms at all other times shall be on a first come, first served basis. The Library reserves the right to cancel reservations for Library purposes.
2. The Library encourages use of meeting rooms for diverse events and groups and seeks to give all eligible organizations an opportunity to use our building. Rooms may be reserved by non-profit organizations up to 60 days in advance; for-profit organizations may reserve up to 30 days in advance.
3. Reservations should be made online at least 48 hours in advance and are considered pending until approved by Library staff. Notification of approval/disapproval is by email.
4. Groups are asked to call the Library at 518-792-6508 ext. 3 to cancel their reservation. No shows are considered in violation of this policy and may result in the denial of future meeting room requests.
5. No admission may be charged or donations requested at the door. Coverage for meals or education packets may be excluded. It is permissible for authors and performers to sign and sell materials following a reading or performance.
6. Light refreshments may, with prior approval, be permitted. No alcoholic beverages may be served. Smoking is prohibited. No open flames.
7. The person reserving the room must agree to the terms and condition of the use of the room. Online applications are considered a valid signature. Persons scheduling the meeting rooms must be at least 18 years old. This person will be designated as the responsible party and is legally responsible for any damages, theft, or breach of agreement. All groups are responsible for any damage or theft caused to Library property during meeting room use.

8. All groups are responsible for leaving meeting room in a clean and orderly condition. If the room is not left in a clean and orderly condition, there may be a fee of $25/hour for clean-up. As applicable, organizations may need to provide proof of insurance.

9. Programs may not be used to directly solicit business or collect contact information from program attendees to market any product or services.

10. All groups using the Christine L. McDonald Community Room are responsible for setting up their own tables and chairs. Please allow time for these tasks.

11. Select audiovisual equipment is available, at no cost, in the Christine L. McDonald Community Room and the Holden Room for use by groups with an approved reservation for those rooms.
    a. See online reservation form for specific equipment. The Library does not guarantee that all posted equipment is available at all times.
    b. Requests for use of A/V equipment should be included with your online room reservation. Changes to requests should be made at least 48 hours in advance by calling the Reference Department at 518-792-6508 x3.
    c. Instructions on equipment usage will be included with the equipment. If you are unsure of how to use the equipment, you must make an appointment with staff at least one week prior to the day of use for training. Library staff is not available to set-up A/V equipment for programs. It is advisable for presenters to arrive early to check their equipment and the set-up before their presentation begins.
    d. Groups can bring in their own equipment if the Library options do not meet their needs.
    e. Obtaining public performance or screening rights (if applicable) is the responsibility of organizations using borrowed audiovisual equipment or their own equipment.
    f. Permission to use audiovisual media is revocable and does not constitute a lease.
    g. The Library is not responsible for the sound and video quality of A/V presentations or compatibility with the client's equipment or media.

12. Meeting rooms are only available for use during the hours the Library is open to the public. All meetings & programs must conclude 15 minutes prior to closing to allow sufficient time to vacate the building. All events are cancelled in case of an emergency closing of the Library.

13. When scheduled for use by minors, an adult supervisor must be present in the meeting room at all times.

14. Neither the name nor address of Crandall Public Library may be used as the official address of an organization. Publicity for events in the Library should clearly identify the sponsoring organization and their contact information, as such, telephone inquiries should be made to the sponsoring organization.

15. Meetings will appear on the Library's online calendar; contact information will be viewable online (see #7 & #14).

16. The Crandall Meeting Room and the Holden Meeting Room are available on a walk-in basis if they have not been scheduled in advance. Three study rooms are also available for use. [See Study Room Policy for details.]

17. Organizations may schedule rooms up to 24 times in a 12-month period. Evening use of the Community Room may only be reserved 6 times in a twelve month period.

18. The Library reserves the right to revoke permission to any user whose planned use of the Library's meeting rooms does not comply with this policy. Violation of any of the Library's rules shall be grounds for denial of future use of meeting space.

19. The individual or the group representative requesting the meeting room must agree that the Crandall Public Library Board of Trustees and the Library staff are not responsible for any loss, damage, liability, cost and/or expense incurred during the use of the meeting room. Those using the facility must assume full responsibility for injury and are responsible for any damages to the premises, equipment, and furnishing during the use of the room(s). The Library provides no insurance to cover medical/dental expense, hospitalization, or disability on individuals using the facility.

Adopted by the Crandall Public Library Board of Trustees March 3, 2010; revised October 23, 2013; revised June 26, 2019

Crandall Public Library Public Room Reservation Form

- Is the requesting group non-profit: Yes ☐   No ☐
- Will there be any charge for the meeting/program: Yes ☐   No ☐
- Is this meeting/program open to the general public: Yes ☐   No ☐
- Are you over 18?   Yes ☐   No ☐
- Do you (the requesting organization) have an in-force public liability policy available to present upon request?   Yes ☐   No ☐

PROGRAM INFORMATION

Date of Program: _____   Expected Number in Attendance: _____

Time Begins: _____   Doors Open: _____   Time Ends: _____

Organization Name: _____

Program Description: _____

_____

_____

ROOM INFORMATION (see reverse for set-up styles ⇨)

☐ Community Room

   Set-up: ☐ Auditorium   ☐ Board Room   ☐ Classroom   ☐ Lecture   ☐ U Style

   Equipment Needed: ☐ Kitchen Access   ☐ Podium w/Microphone   ☐ Movie Screen   ☐ Media cart

☐ Holden Room

   Set-up: ☐ Standard   ☐ Classroom   ☐ Small Group   ☐ Small Meeting

   Equipment Needed: ☐ Ceiling Mounted Projector

☐ Crandall Room

CONTACT INFORMATION *(will be viewable on our online calendar)*

Name of Contact: _____

Phone: _____

Email: _____

I have read and agree to the CPL Public Meeting Room Policy

_____   _____
             Signature   Date
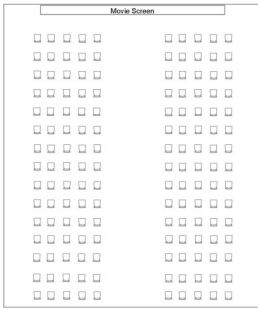
STAFF USE

Approved by: _____   Date: _____

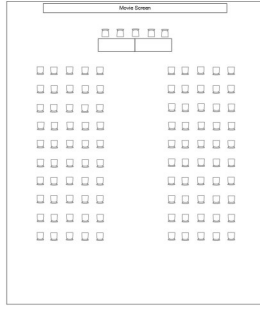"For-profit" fee received: Yes ☐   No ☐   Insurance Certificate on file: Yes ☐   No ☐   Custodial/IT Set-Up: Yes ☐   N/A ☐
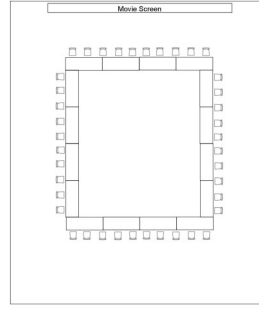
Community Room Set-Up Styles:

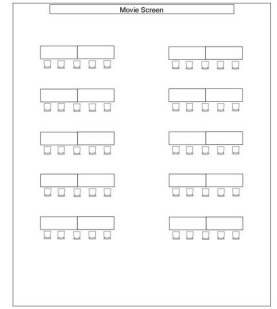**Auditorium Style**
Maximum Capacity=150
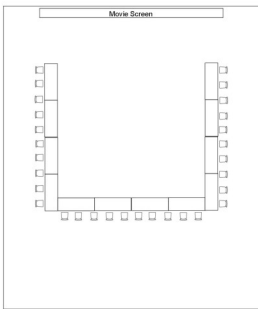
Lecture Style
Maximum Capacity=100

Board Room Style
Maximum Capacity=40

Classroom Style
Maximum Capacity=50
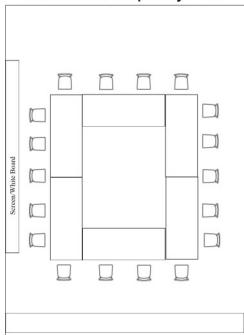
U Style
Maximum Capacity=30

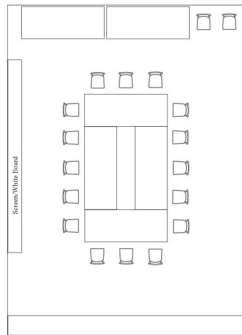Community Room Equipment Available for Request:

- Kitchen Access (sink, refrigerator)

- Podium w/Microphone

- Movie Screen

- Media Cart (Windows 10 Laptop + Charger + Dedicated Wi-Fi Access (Chrome and Edge Browsers + Word, Excel, PP and Publisher) • Wireless Keyboard and Mouse (wired mouse as well) • External Sound System + Chorded Microphone + Wireless Mic Option • Projector with HDMI Cable, Power Cable and Remote Control • Power Point Remote)
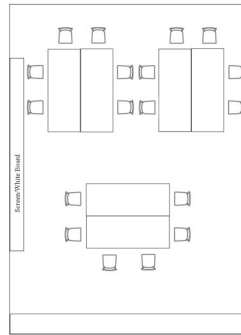
Holden Room Set-Up Styles:
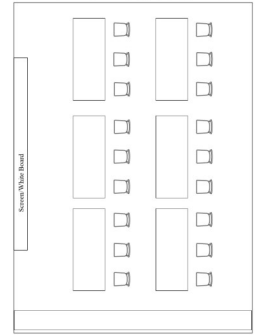
Holden Room Standard
Maximum Capacity= 18

Small Meeting
Capacity = 16

Small Group
Maximum Capacity= 18

Classroom Style
Maximum Capacity= 18

Holden Room Equipment Available for Request:

- Ceiling Mounted Projector