

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.
2. 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. 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.
4. Light refreshments may, with prior approval, be permitted. No alcoholic beverages may be served. Smoking is prohibited. No open flames.
5. 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 or breach of agreement. All groups are responsible for any damage caused to library property during meeting room use. 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.
6. Programs may not be used to directly solicit business or collect contact information from program attendees to market any product or services.
7. All groups using the Community Room are responsible for setting up their own tables and chairs. Please allow time for these tasks.
8. Crandall Public Library AV equipment is not available for public use; groups must bring their own laptops, projectors, etc.
9. Meeting Rooms are only available for use during the hours the Library is open to the public. All events are cancelled in case of an emergency closing of the Library.
10. When scheduled for use by minors, an adult supervisor must be present in the meeting room at all times.
11. Neither the name nor address of Crandall Public Library may be used as the official address of an organization. Publicity for events in library should clearly

identify the sponsoring organization. Telephone inquiries should be made to the sponsoring organization.

12. Meetings will appear on the Library's online calendar; contact information will be viewable online (see #5).
13. The two of the smaller rooms, the Crandall Meeting Room and the Holden Meeting Room are available on a walk-in basis if they have not been scheduled in advance.
14. The Library encourages use of meeting rooms for diverse events and groups and seeks to give all eligible organization an opportunity to use our building. 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.
15. 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.
16. 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*

**Please respond to the following questions:**

- 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?  
Yes  No

If yes please attach a copy of your certificates of insurance (or send a copy to the Library attn: Head of Accounting.)

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251 Glen St.  
Glens Falls, NY 12801  
(518) 792-6508



## Public Meeting Room Policy and Room Registration 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:

- Community Room Capacity from 90-175 depending on seating
- Holden Meeting Room Capacity of 16
- Crandall Room Capacity of 12
- Children's Activity 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. "For-profit" groups are allowed to book the meeting rooms but priority will be given to library programming or library co-sponsored events and the aforementioned groups. The meeting rooms are available for use by "for-profit" entities at the following rates to be paid in advance (checks may be made out to The Crandall Public Library:

- Community Room.....\$200 per hour
- Holden Meeting Room.....\$50 per hour
- Crandall Room.....\$50 per hour
- Children's Activity Room.....\$50 per hour

Form Updated 03-10-10

PROGRAM INFORMATION	
Date: _____	Set-up/ take-down time: _____
Start time: _____	End time: _____
Organization Name: _____	
Program Title: _____	
Program Description: _____	
_____	
_____	

ROOM INFORMATION		
Crandall Room <input type="checkbox"/>	Holden Room <input type="checkbox"/>	Children's Activity Room <input type="checkbox"/>
Community Room <input type="checkbox"/>		
# Tables: _____	# Chairs: _____	
Kitchen access needed: Yes <input type="checkbox"/> No <input type="checkbox"/>		

CONTACT INFORMATION <i>(will be viewable on our online calendar)</i>	
Name: _____	
Phone: _____	

REQUESTING PERSON	
Name: _____	
Signed: _____	Date: _____

Staff Use	
Approved by: _____	Date: _____
"For-profit" fee received: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Insurance Certificate on file: Yes <input type="checkbox"/> No <input type="checkbox"/>	Custodial/IT Set-Up: Yes <input type="checkbox"/> N/A <input type="checkbox"/>