

Public Use of Library District Meeting Rooms

Generally, to be eligible to use the Poughkeepsie Public Library District meeting rooms, a group or organization must be based in the City or Town of Poughkeepsie or be a local chapter or branch of a state or national organization with most of its members residing in Poughkeepsie.

This policy does not apply to events hosted or co-sponsored by the Poughkeepsie Public Library District or the Friends of the Poughkeepsie Public Library District.

The Library District offers public use of its various meeting facilities under the following conditions:

1. Publicly advertised meetings or programs must be open to all unless a room charge has been paid to the Library District.
2. Room reservations must be made by adults and no one under the age of 18 will be admitted to the reserved room until an adult is present.
3. Non-profit groups may be charged a fee of \$25 per hour of occupancy. For-profit groups may be charged a fee of \$150 per hour of occupancy. Events held when the library is not scheduled to be open will be assessed an additional \$50 per hour surcharge. Fees may be waived or discounted at the discretion of the Library Director or a designee. Failure to give 48 hour notice of room cancellation may result in loss of fee and possible curtailment of future room reservation privileges.
4. Requests for room use should be submitted at least three weeks in advance in a format provided by the Library District. The Library Director, or a designee, must approve the request, based on the following priorities (1) Library District-sponsored events, (2) requests from community organizations (3) requests from for-profit organizations outside the community. No requests will be confirmed until a completed room reservation is received by the Library District along with applicable certificate(s) of insurance and a completed indemnification form. No reservations will be held or booked until the application form is filled out and approved by the Library District. Applicable fees need to be paid in advance to hold reservations.
5. The Library District reserves the right to reject any application for use of its facilities. The Library District may rescind permission or refuse to grant permission for any meeting room request if the Library District has reason to believe that such use will subject the library to undue costs or subject library operations to undue disruption.
6. Library District staff members are not available to change the approved room arrangement or provide support services such as carrying equipment or materials into or around the Library, operating audio-visual equipment, or making photocopies.
7. Meeting rooms are a Library District resource and should be left clean and with furnishings arranged the way they were found. All supplies, food, and drinks should be removed by the user at the completion of the use of the room. Any trash generated by use should be collected and placed in a waste receptacle provided by the Library District. A cleanup fee of \$50 may be charged for rooms left in a disorderly condition. The individual who completes the registration form will be held responsible for damage

as well as the clean-up costs.

8. Organizations holding events assume responsibility for any injury to attendee(s) or damage to the room or its contents. The Library District reserves the right to require a security deposit and an insurance certificate demonstrating liability coverage from any organization requesting use of the Library District's facilities. The Library District reserves the right to cancel or suspend at its discretion any activity which disregards the library's rules and regulations and/or eject remove any participant engaging in disruptive, destructive, unruly or illegal conduct.
9. Groups are prohibited from making statements in their advertising or meeting announcements that suggest Library District sponsorship or endorsement. Publicity for events not sponsored by the Library District or the Friends must include the following statement in a legible manner: Use of a Poughkeepsie Public Library District meeting room does not imply Library District endorsement of the goals, policies or activities of any group or organization. Neither the name nor the address of any Library District building may be used as the official address of an organization.