

Patron Services: Meeting and Study Room Policy

Meeting and Study Room Policy

Approved by Board of Trustees: May 10, 2010

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The meeting rooms on the second floor of the Hudson Area Joint Library are available for use by community groups for presentation of informational, educational, or recreational meetings and programs in keeping with the mission of the Hudson Area Joint Library. Use of the meeting rooms should not interfere with the normal function of the Library and must conform to the guidelines of this policy. Meeting rooms and study rooms are available to the public free of charge without regard to the beliefs or affiliations of the individual or group requesting use.

Guidelines and General Rules of Use

1. Meeting Room Reservation Guidelines:

- At least one member of the group must have a MORE library card.
- A Meeting Room Application must be completed and submitted in order to reserve a room.
- The applicant must agree to abide by this policy, as well as applicable laws, regulations, and policies.
- Events presented by the Hudson Area Joint Library take priority, with secondary preference being given to the Hudson Area Library Foundation and the Hudson Area Friends of the Library.
- A single group may make advanced reservations for up to three consecutive meetings. Additional reservations, by the same group, are allowed after the final consecutive meeting.
- Reservations are accepted up to 60 days prior to the desired meeting date.
- Usage is limited to once a week per group with a time limit of four hours.
- Meeting rooms are available during normal open hours.
- Requests to reserve a meeting room are made at either of the information desks on the second floor of the Library or on the Library's website.

2. Meeting Room Rules of Use:

- Meetings must be free and open to the public, such as public lectures, panel discussions, film and slide presentations, group discussions, workshops, and other similar functions.
- Meeting may be presented by organizations or individuals engaged in free educational, cultural, intellectual, governmental or charitable activities.
- When not reserved, Room 219 is available as a quiet study area for multiple individuals.
- Meeting rooms and study rooms must be left in a clean, orderly condition after use. Users are responsible for any and all damage caused by their use of the room and / or equipment.
- Attaching items to the walls, temporarily or permanently, is prohibited.
- Light refreshments may be served. Alcohol may not be served.
- Library staff may monitor all meetings, programs, and events to ensure compliance with library policies.
- The Library does not advocate or endorse the viewpoints of meetings or meeting room users, and users must not imply that an event is endorsed, sponsored, co-sponsored, or approved by the Library.

HUDSON AREA JOINT LIBRARY POLICIES

3. The following are prohibited uses of meeting and study rooms:
 - Any purpose which may interfere with the regular operation of the Library.
 - non-Library sponsored recitals
 - Use that involves the sale, advertising, solicitation (including the solicitation of donations or gifts) and / or promotion of commercial products or service.
 - Personal, company, or family parties.
 - Use that requires a fee of any kind, such as entrance or participation fees, with the exception of library fundraising events.
 - Use intended, directly or indirectly, to obtain clients or customers for a for-profit service or company.
 - Fundraising activities, except for those events sponsored by the Hudson Area Library, Hudson Area Library Foundation or Friends of the Hudson Area Library.
 - “fee-for-service” e.g. tutoring sessions, taking of legal depositions, interviews or other such activities that charge the participants a fee.
 - Use that involves illegal activity and / or activity that may pose a safety risk to persons or property.

4. Study Room Rules
 - Meeting and study rooms (205, 206, 216) are available for use on a first-come, first-served basis.
 - Rooms may be reserved for up to two hours. Extensions may be granted, if no one is waiting.
 - Anyone using a room beyond two hours understands that when another user wishes to use the room for two hours, the room becomes available to the next user.
 - Requests to use a meeting room should be made at either of the Information desks located on the second floor of the Library.
 - Employers and job placement agencies may use the study rooms to conduct interviews, with approval.
 - Individuals may request a specific room, if it is not in use.

Disclaimer

The Library shall not be liable for any loss, damage, or personal injury resulting from the use of the Library’s meeting and / or study rooms. The Library makes no warranties or representations regarding its meeting and study rooms. In exchange for being permitted to use these rooms the user agrees to indemnify, defend, and hold harmless, the Hudson Area Joint Library, its agents and representatives, the Hudson Area Joint Library Board, Library employees, and volunteers, as well as the four joint municipalities—City of Hudson, Town of Hudson, Village of North Hudson, and Town of St. Joseph—from any claims of loss, damages, or injuries arising in any way out of the use of this equipment.