



## HOWLAND PUBLIC LIBRARY ROOM USE POLICY

The Howland Public Library Community Room and Small Meeting Room are general-purpose meeting rooms and are available for educational, recreational and civic purposes provided that such use does not interfere with regular library services or programs and that those groups using the rooms conform to the following rules:

1. The Howland Public Library Rooms must be reserved by filling out the Room Reservation Form, which is available at the Library circulation desk. Requests must be made at a minimum of two weeks and a maximum of three months in advance. Confirmation by telephone, email or in writing will follow as soon as possible. Special arrangements can be made to schedule regularly occurring (e.g. monthly) meetings.
2. Library events have priority. The Library reserves the right to cancel any reservation or move the reservation to another room if a Library event/program needs the space.
3. The Library's insurance company requires that proof of Liability Insurance be submitted with application by the person reserving the Room. Applicants not covered by insurance must sign the provided indemnification form.
4. Submission of application does not constitute approval. The applicant will be contacted by the Library with the decision within 5 days of receipt of application. Applicant may appeal rejection of request to Board of Trustees.
5. There will be no fee per use for non-profit civic, arts, or educational organizations and purposes. (See Room Reservation form.) Room use is limited to not for profit purposes.
6. The Library reserves the right to refuse the use of Library space or cancel any reservation when it deems the action to be in the best interest of the Library.
7. The Library Board of Trustees reserves the right to limit the number of times a group may use Library space on a regular (i.e. monthly or weekly) basis, if so requested by the Library Director. No group may transfer use of Room to another group.
8. All programs and meetings held on Library premises must be open to the general public.
9. No admission may be charged by the organization sponsoring the event.
10. Commercial solicitation is prohibited. Rooms will not be used for personal or family purposes.
11. Use of Library space by any group in no way constitutes endorsement of the group's policies or activities by the Howland Public Library.

12. The Rooms will not be available in the event that the building is closed due to emergencies or inclement weather. If the library has an emergency closing, your contact person will be notified. The responsibility to check Library closures lies with the applicant. Cancellations are posted at [beaconlibrary.org](http://beaconlibrary.org), [facebook.com/beaconlibrary](https://facebook.com/beaconlibrary), and [twitter.com/hpldirector](https://twitter.com/hpldirector). They are broadcast on PAMAL stations (e.g. WHUD-100.7 FM) and online at [pamal.com/stormcenter/whud.php](http://pamal.com/stormcenter/whud.php) and [cancellations.com](http://cancellations.com). A recorded message will be left at (845) 831-1134 ext. 100.

13. The person signing the reservation form must be 18 years of age or older and be in attendance when the reserved Room is in use. She/he shall be responsible for the conduct of the group, payment of bills and for protection of library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility.

14. Signs, working papers, posters, etc. must be removed from the walls of the meeting Rooms as part of general cleanup at the end of the meeting.

15. The Rooms may only be used during normal operating hours. All programs must end at least 10 minutes prior to Library closing times. The Rooms must be returned to their original condition. This includes disposal of trash (remove trash from library premises and dispose of in sponsoring agency's container) and returning all furniture and equipment to its original location.

16. Smoking **or open flames of any kind** are not permitted in any Room of the Library.

17. Occupancy of the library is limited to 82 persons as posted by the fire inspector.

18. For non-library related/sponsored programs, any material advertising a program to be held in a Library Room is limited to a designation of location only and must make it clear that the Howland Public Library is not a sponsor. All advertising materials must be submitted to the Library Director for approval prior to distribution.

19. Requests to serve refreshments must be made on the Room Reservation Form. No alcohol is allowed on Library premises.

20. Any groups using the facility must adhere to copyright laws, including those laws covering the showing of any media presentations without proper licensing agreements.

21. It is understood that normal library operations will continue while the Rooms are in use and all meetings or programs must not interfere with library operations.

22. The library retains the right to monitor all meetings and programs conducted on the premises to ensure compliance with all the above regulations. Violations of any of these rules, regulations and procedures, or failure to comply with the instructions of a staff member may lead to denial of future Room use.

23. Children under 10 must be supervised by a responsible adult in the same room.

**Adopted by Board of Trustees October 27, 1986**  
**Amended by the Board of Trustees November 9, 2010**  
**Amended by the Board of Trustees September 2, 2014**

Howland Public Library  
313 Main Street  
Beacon, NY 12508  
Telephone: (845)831-1134 Fax: (845)831-1165

Room Reservation Form

Date(s) of Meeting (s): \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Meetings may be conducted during the following times:

Monday, Wednesday, Friday: 9:30 AM – 5:15 PM

Tuesday & Thursday: 9:30 AM – 8:50 PM

Saturday: 10:00 AM – 3:45 PM

Sunday: 12:00 PM – 3:45 PM

**ROOM CHOICE:** (check one)

Community Room \_\_\_\_\_ Small Meeting Room \_\_\_\_\_

Name of Organization/Group: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Representative/Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Request permission to serve refreshments: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_

Anticipated Equipment needs: [ ] projector [ ] TV/DVD player  
[ ] Computers/Internet [ ] other \_\_\_\_\_

I have read the Room Use Policy. My group agrees to abide by said policy and the undersigned agrees to be personally responsible for any infractions thereof and to assume all responsibilities indicated in the policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Applicant may appeal rejection of request for room use to Board of Trustees*



**Proof of Liability Insurance is required by the Library's insurance company.**

**This Hold Harmless Agreement may be completed and signed in lieu of  
Proof of Liability Insurance.**

## **Hold Harmless Agreement**

We, \_\_\_\_\_, while utilizing portions of the premises known as The Howland Public Library located at 313 Main Street, Beacon, in the county of Dutchess and State of New York, hereby agree to save and hold harmless the said Howland Public Library from any liability whatsoever, including any claims made against said Library with respect to the use of the premises by our employees, members, guests and invitees between the dates of \_\_\_\_\_ and \_\_\_\_\_. We further agree that we will neither commit nor omit any act, which may result in any type of liability against the said Howland Public Library during our use of the premises.

In the event that the said Howland Public Library suffers any loss whatsoever, as a result of our use of the premises, we further agree to fully indemnify Howland Public Library for any such suffered loss.

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization: \_\_\_\_\_

**Adopted by the Board of Trustees  
January 4, 2011**