

William K. Sanford Town Library
Meeting Room Policy

Background

The William K. Sanford Town Library provides public meeting room spaces as part of our mission to empower community members to connect, learn, and grow. Spaces provided and covered by this policy document include* the:

- Stedman Room
- Alcove
- Training/Conference Room
- Small Meeting Room

**An additional YS Activity Room is reserved for library use only. Exceptions made at the library's discretion and based on availability.*

Endorsement

The use of the library's meeting room facilities does not constitute library endorsement of the philosophies, practices, presentation content, or viewpoints of presenters, participants or attendees.

General Guidelines and Reservations:

Reservations must be made in advance. Completion of the *Application for Meeting Room Use* is required. All reservations must be pre-approved by the meeting room coordinator.

Programs that are planned by the library will always take precedence. The library reserves the right to cancel a reservation for library purposes but will make every effort to find alternative meeting space within the library should a conflict occur. The library has the right to cancel any scheduled use in an emergency.

After the library requirements, preference will be given to library-related organizations, and to community groups. Reservations will be on a first-come first-serve basis. These groups may reserve a room up to six (6) months in advance.

Public services and organizations wishing to provide programs that are of public or community interest may reserve the room no more than three (3) months in advance. Reservations are on a first-come first-serve basis. The meeting room coordinator reserves the right to determine what is or is not of public or community interest.

Standing reservations for meetings are not permitted. Consecutive use will be approved on a case by case basis, as availability allows.

William K. Sanford Town Library
Meeting Room Policy

Typical room setup configurations, including setup of audiovisual equipment can be selected during the Room Booking process, after the *Application for Meeting Room Use* has been approved. Special setup requests may be accommodated within reason and depending on availability of staff. Changes in room set-ups and equipment requirements must be submitted at least a week in advance.

Meetings rooms are available for use during the library's hours of operation. Set-up may not begin before the library's normal opening time. Please adjust commencement of morning meetings accordingly. All members of the group must vacate the meeting room 15 minutes prior to the end time agreed to during the booking process. Room usage that exceeds 8pm will result in loss of future Meeting Room use privileges.

Library Hours:

M-Th	9:00-8:00
Fri.	9:00-6:00
Sat.	9:00-5:00
Sun.	1:00-5:00

Summer Hours: Memorial Day to Labor Day Closed Sundays

Consent to Filming & Photography

- All programs presented at the library are subject to filming for broadcast on the Town of Colonie Government Cable Channel. By submitting the *Application for Meeting Room Use*, permission to allow filming and broadcasting is granted.
- The Library reserves the right to photograph visitors to our meeting rooms during programs for use in library marketing. If you do not wish your likeness or that of your minor children to be used in marketing materials, please fill out the *Program Photography Form* indicating your preference.

Usage Fees

- Groups providing programs that are sponsored or cosponsored by the library and community groups will be assessed no fees.
- Rooms being used for business or professional use will be charged a *fee of \$20 per hour* for use of the space (minimum booking 1 hour).
- Fees are due at the time of booking. Room use that exceeds the reserved time will result in loss of future Meeting Room use privileges.
- Appeals can be made to the director for waiver of the fee.

William K. Sanford Town Library
Meeting Room Policy

Special Guidelines

Special Guidelines for Businesses

- Programs presented by a business or commercial entity must be of a generic and purely informational nature. Sales pitches, promotions, or offers of goods or services are not permitted.
- All literature to be distributed must be approved by the library Director in advance.
- Except as a designation of location, the name of the library may not be used in any publicity relating to use of meeting rooms.
- Neither the name nor address of the William K. Sanford Town Library may be used as the address of any organization.
- The library reserves the right to publicize – or not publicize – programs offered by businesses; there is no guarantee that space can be allocated for such events in our digital or print marketing materials.

Special Guidelines for Tutors

- Tutoring sessions are permitted on the library premises utilizing open seating areas
- Meeting rooms may not be booked ahead for tutoring sessions, but may be used on a first come, first serve basis if not in use at the time.

Special Guidelines for Group Music Recitals & Piano Use

- Teachers with more than 50% of their students residing in the Town of Colonie may reserve the Stedman Room for no more than one group music recitals per year. All general meeting room policies apply.
- One supervised rehearsal session may be booked if space is available.
- The Stedman Room features a piano which may be used during recitals and other programs, upon approval during the Room Booking process.
- The piano may not be used for casual playing or for outdoor performances. No mechanical or electrical equipment may be attached to the piano.
- The piano can be tuned upon request. Tuning will be completed by the Library's preferred tuning service, and costs associated with tuning will be billed to the group or individual sponsoring the event or program.

William K. Sanford Town Library
Meeting Room Policy

Special Guidelines for Film Screenings

- Groups must secure public performance rights to screen films in library meeting rooms, and provide the library with proof of same. The library is not responsible for securing these rights, nor is it liable for a group's violation of this regulation.

Liability and Property Rules

- Meeting Rooms shall not be available for the conduct of any illegal activity, or for social gatherings or religious programs/services.
- No admission fee may be charged for any program and any solicitation of funds is prohibited. Subject to specific approval by the Library Director, a non-profit group may charge a fee to offset the cost of materials for participants.
- The Library reserves the right to limit the number of programs presented per calendar year by any individual or group.
- Except as a designation of location, the name of the library may not be used in any publicity relating to use of meeting rooms. Neither the name nor address of the William K. Sanford Town Library may be used as the address of any organization.
- Programs involving the use of materials likely to result in damage to the facilities are not permitted.
- Any damage to library facilities, willful or negligent, will be charged to the sponsoring group or individual.
- No food is to be prepared on the premises. Permission may be granted to serve light refreshments. All refreshments must remain within the meeting Room.
- Program participants are not permitted in staff areas of the library, including the staff lounge and restrooms, with the exception of permission granted to get water to make coffee. The door leading to these areas at the back of the Stedman Room must be kept closed at all times for security purposes.
- The library is not responsible for loss or damage to the property of either the sponsoring group or persons in attendance.
- The library assumes no liability for articles left for exhibit or display.
- No property will be accepted by the library for safekeeping.
- No alcoholic beverages allowed on premises.

William K. Sanford Town Library
Meeting Room Policy

Monitoring and Oversight

- Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above rules.
- Meetings may not disturb library operations.
- All programs involving minors must have an adult sponsor present and personally responsible for the event.
- The library reserves the right to order the program room cleared for infringement of any of these rules and sponsoring groups may also be barred from future use of the room.

Use of Library Audiovisual Equipment

- Audiovisual equipment is available for use during programs and meetings booked in advance, and must be requested at the time of room booking. Specific equipment is available to each room – see Room Descriptions below for details.
- The library does not provide operators for the audiovisual equipment. Ask at the Information Desk if assistance is required.
- Groups are responsible for loss or damage to library equipment.

Room Descriptions and Policies

Training Room (8 Person Capacity)

- This room includes access to a television for making presentations. Planned use of the television must be indicated at the time of booking to allow for setup.
- This room may not be used if library computers or technology are set up for a class.

Alcove (16 Person Capacity)

- This space features tables which can be arranged to form a large/long conference table or two rows of front facing workspace for presentations/classes. This room also includes a presenter station and projector. Please indicate desired layout and any need for presenter station at the time of booking.

Small Meeting Room (8 Person Capacity)

- This room is available for small meetings of no more than 8 attendees and features no audiovisual equipment.

William K. Sanford Town Library
Meeting Room Policy

Stedman Room

- This 50' x 36' room is available for large programs, with a max occupancy of 100 (Certain room configurations, such as “a classroom style” or the use of many tables, reduce the room’s capacity considerably, please ask if in doubt.)
- Room is equipped with:
 - Speaking Podium
 - 100 chairs
 - 16 folding tables
 - Projection screen
 - Dry Erase Board/Flipchart Easel (one of each)
 - Overhead Projector (transparency)
 - Kodak carousel slide projector
 - Chalkboard
 - Coffee pots (2 sizes - 55 cups or 30 cups)
 - Piano and Piano Bench
- AV Amenities*:
 - Computer Cart with projector, laptop, and Mac and Ipad adaptors for connecting devices to projector
 - Computer Cart Audio Connector for playing sound over house speakers
 - DVD Cart with Projector and DVD player (audio plays over house speakers)
 - TV Cart with 36" TV and DVD/VHS player
 - One podium microphone (fixed)
 - Two hand-held or stand microphones (wired)
 - One wireless lapel microphone (clip-on)
 - CD/Cassette Deck
- ***A note on Sound:** The library's house sound system is not designed to interface with instruments or other professional sound equipment; performers are welcome to bring their own gear, but should not plan on connecting anything to the library system. Please inquire in advance to discuss any specific needs.
- The library does **not** supply pens, pencils, paper, flip chart pads, refreshment supplies, or any equipment not listed above.