

Meeting Room Use Policy

Revised and Approved March 2, 2005

Revised and Approved September 8, 2014

Revised and Approved March 12, 2018

The Kinderhook Memorial Library is available for use by non-profit-making organizations and individuals engaged in educational, cultural, intellectual, or charitable activities subject to the approval of the library director. The first time a group requests use of the Library, it must file an application at least one month prior to the date of use. The group's application will be reviewed by the Library's Board of Trustees, and the group will be notified by the Library director of the Board's action on its application. Subsequent to initial approval, the group requesting use of the facility must file its request in writing with the Library director at least one week prior, but not more than three months prior, to the date of use. The group will be provided a copy of the Library Patrons' Rights and Responsibilities Policy and the Patron Code of Conduct Policy at the time the request is made, as well as a copy of this policy.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or board of trustees.

It is understood that library programming will have first priority in library use. If a library event is scheduled on a day that has been reserved by another group or individual, the library event has priority. Every effort will be made to prevent such an occurrence.

All meetings must be free of charge and open to the public. Meetings must conclude by 9:00pm unless prior arrangements have been made with the Library director.

Refreshments may be served only with the prior permission of the Library director. No alcohol may be served. No smoking is allowed.

The people using the Library shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the library. The organizer of the event will be responsible for paying for all repairs and/or replacement costs incurred as a result of damage caused by misuse, abuse, or loss of Library equipment or facilities.

Library staff may not be on premises during outside events. The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting. The Library board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

The individual organizing the meeting must sign this policy and pay any fees during the initial arrangements. A key may then be picked up and returned at the library by arrangement with the library director.

Organization requesting use of library:	Date of request: Date of meeting or event:
Contact Name and Address:	Kinderhook Library cardholder Name (printed) _____ Signature _____