

## Meeting Room Use Policy

*Revised and Approved March 2, 2005*

*Revised and Approved September 8, 2014*

*Revised and Approved March 12, 2018*

*Revised and Approved January 13, 2020*

The Kinderhook Memorial Library's meeting room 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. When a group would like to use the meeting room, it must file a request with the Library director prior to the date of use, including the group's name and contact information, the purpose, date and time of the meeting, and the number of people expected. The group's request will be reviewed by the Library director and the group will be notified by the Library director as to the availability of the room. The group will be provided a copy of the Library's 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.

If a group would like to host a political campaign forum in the meeting room, the event must be sponsored by a non-partisan, third-party organization and all candidates must be invited. If a sitting elected representative wishes to meet with constituents, the library space may be used for a public program, with the exception of 60 days prior to an election in which they are a candidate.

It is understood that library programming will have first priority in meeting room 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. Arrangements for entry to the building and timing of the event must be made with the Library director. Refreshments may be served only with the prior permission of the Library director.

The people using the meeting room shall leave it in neat, clean, and orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room. 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 are not required to 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.

