

## **5.6 Meeting Room Policies**

The Meeting Rooms of the Schenectady County Public Library are available for a variety of social, cultural and educational activities and discussions of current public questions. Use of meeting rooms is free of charge for non-commercial organization; all other commercial groups will be charged \$100 for up to a three-hour rental. They are available on equal terms to all groups in the community, regardless of beliefs and affiliations of their members, provided that the meetings are open to the public. No charge shall be made for admission to any meeting and no collection shall be taken up; neither may dues be collected. Use of the rooms is limited to three meetings per calendar year for any organization. Events may not be scheduled more than two months in advance of the meeting date. The serving of food or beverages of any type needs to be approved.

### **McChesney Room Procedure**

The McChesney Room at the Hon. Karen B. Johnson Central Library is available for a variety of social, cultural, and educational activities, along with discussions of current public questions. Use of the room is free of charge for nonprofit groups; all other groups will be charged \$100 for up to a three-hour rental. Payment must be made prior to scheduled event; checks should be made payable to "Schenectady County Public Library." It is available on equal terms to all groups in the community, regardless of the beliefs and affiliations of their members, provided that the meetings are open to the public. Priority is given to library sponsored programming. No charge shall be made for admission to any meeting and no collection shall be taken up; dues may not be collected either. Use of the room is limited to three meetings per calendar year for any organization. Events cannot be scheduled more than two months in advance of the meeting date.

Groups or individuals using the piano in the McChesney Room will pay for its tuning, should they feel this service necessary. Piano must be covered and returned to its original location at the conclusion of the program. Light refreshments requiring no cooking may be served. If kitchenette is used, counters must be wiped and no food left in the refrigerator. Smoking/vaping is prohibited inside and within 100 feet of our buildings. Alcoholic consumables and open flames, such as candles, are not permitted. The McChesney Room and facilities will be left clean and in good order. The organization will be responsible for any damage to library property. Groups must vacate the McChesney Room 15 minutes before the library closes. The library will not be responsible for any loss or damage to supplies or equipment belonging to the organization. Organization's supplies or equipment are not permitted to be stored at the Library between meetings.

Presentations must be stored on USB Flash Drive. Personal laptops are NOT ALLOWED to be hooked up to the podium or projector system in the McChesney Room.

Renters agree to leave the room in the following condition:

Chairs arranged neatly in stadium seating -or- stacked along the walls. All tables taken down and put in closet. All food removed from room, including kitchenette and refrigerator. Notify library staff at the front or reference desk upon departure.

### **Branch Meeting Room Procedure**

The meeting rooms in the Schenectady County Public Library Branches are available for a variety of social, cultural, and educational activities, along with discussions of current public questions. Use of the room is free of charge for non-profit groups; all other groups will be charged \$100 for up to a three hour rental. Payment must be made prior to scheduled event; checks should be made payable to "Schenectady County Public Library." It is available on equal terms to all groups in the community, regardless of beliefs and affiliations of their members, provided that the meetings are open to the public. No charge shall be made for admission to any meeting and no collection shall be taken up; dues may not be collected either. Use of the room is limited to three meetings per calendar year for any organization. Events cannot be scheduled more than two months in advance of the meeting date.

Groups or individuals using the piano at the Niskayuna Branch Library will pay for its tuning, should they feel this service to be necessary. The library will make arrangements for this tuning service. Piano must be covered and returned to its original location at conclusion of program.

Light refreshments requiring no cooking may served. Smoking/vaping is prohibited inside and within 100 feet of our buildings. Alcohol and open flames, such as candles, are not permitted. The Meeting Rooms and facilities will be left clean and in good order. The organization will be responsible for any damage to library property. Groups must vacate the Meeting Rooms 15 minutes before the Branch Library closes. The library will not be responsible for any loss or damage to supplies or equipment belonging to the organization. Organization's supplies or equipment are not permitted to be stored at any Branch Library between meetings.

### **Study Room Procedures**

Study rooms may be reserved up to one week in advance, for a maximum of two hours at a time and three bookings within one week. Study rooms that are reserved where the requestor has not shown up within 15 minutes of the reservation start time may be made available to other parties looking to use the room.