MEETING ROOM POLICY
& APPLICATION

GLOVERSVILLE PUBLIC LIBRARY

The public meeting rooms are provided for the benefit of all and may be used by organizations and individuals, as the space is available. Meeting rooms at the Library are provided free of charge and may be for literary, educational, philanthropic, or civic purposes. Meetings held in the rooms are to be open to all. Permission granted to use Library meeting rooms in no way constitutes endorsement of the policies or beliefs of any group or organization.

To use a Library meeting room an application must be submitted to the Library.

The Library reserves the right to deny applications for use based on the availability of space and/or the frequency or appropriateness of use as determined by the Director. The Library reserves the right to set aside meeting rooms during specific blocks of time for use by the Library staff. The Library is not responsible for costs incurred if a meeting is canceled due to circumstances beyond the Library’s control.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library
Revised January 2007
Revised April 2017

Activity room - Lower level
For accompanied youth programming
5 tables, will seat up to 30 children.
Equipment: TV, DVD, sink

Study room - Main level.
1 table, will seat 4 people.
Equipment: none

Small meeting room - Upper level
3 tables, seating up to 14 people
Equipment: TV and DVD player

Large meeting room - Upper level
6 folding tables, will seat up to 22
Can be arranged for meetings, lectures, workshops
Equipment: DVD player, projector

Carnegie meeting room - Carnegie level
4 folding tables, lecture seating for 60
Can be arranged for meetings, lectures, concerts
Equipment: Piano, DVD player, projector, speaker, microphone, a/v jacks and induction loop

Rooms on the upper floor have access to a small, shared kitchenette.
Wi-Fi access throughout the building.
Rules governing use of Library meeting rooms by outside groups:

- Meeting rooms may be used by outside groups only during Library hours unless approved by the Director and the president of the Board of Trustees.
- Groups must vacate the meeting room at least ten minutes before the closing of the building.
- Library meeting rooms must be restored to their original condition at the conclusion of the event.
- Unlawful activity shall not be permitted in meeting rooms and such activity shall be a basis to deny future use of the Library meeting rooms by groups or individuals violating this policy.
- Meetings may be terminated if they are disruptive to Library services.
- Activities for minors, age 17 and under, must be supervised by responsible adults.
- Permission to use meeting rooms is not transferable by any group whose application is approved.
- Meeting room users agree to pay for any and all damages to Library property incurred while the applicant is using such property.
- Light refreshments requiring no cooking may be served and shall be provided by the group. No smoking is allowed.
- Users are requested to bring their own easels, equipment, and materials, as the Library will not supply such.
- 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 use of Library equipment such as a DVD player, video projector, or laptop computer may be requested when applying for the use of a room.

NAME OF ORGANIZATION:

DATE ROOM IS REQUIRED:

PERSON MAKING APPLICATION:

TIME ROOM IS REQUIRED (include set up and clean up):

APPLICANT’S ADDRESS:

EST. SIZE OF GROUP EXPECTED:

PHONE NO:

TOPIC OF MEETING:

SELECT ROOM AND EQUIPMENT NEEDED (Circle)

Activity Room—TV, DVD player

Study space—none available

Small meeting room—TV/DVD player

Large meeting room—TV/Projector/DVD player

Carnegie Room—DVD/Projector and screen/ Speaker/microphone/AV jacks/induction loop

Do NOT write in this box

Calendar check:

Approval signature: Date: