

# Meeting Room Policy

Catskill Library & Palenville Branch Library

## Statement of Philosophy

As an institution of learning, education and recreation, the Catskill Public Library and Palenville Branch Library welcome the use of the Catskill Public Library's Meeting Room and the Palenville Branch Library's Reading Room for civic, cultural, educational and public information meetings of groups based in the Village and Town of Catskill, or groups with a significant number of Catskill/Palenville residents.

While library programs will take precedence over use of the said rooms by other groups, the libraries are fully committed to extending the use of these rooms to help all types of organizations and groups further their outreach and communications.

## Statement of Policy

### Conditions

- The Catskill Public Library meeting room has a maximum capacity of 15 people and Palenville Branch Library meeting room has a maximum capacity of 35 people.
- There is a charge of \$25.00 for any for profit organizations using the meeting rooms.
- No admission or other fees may be charged for attending any program, by any group, using the meeting rooms.
- All programs or meetings held in the meeting rooms must be open to the general public.
- Any commercial solicitation made by any groups using the meeting rooms is prohibited.
- The Library reserves the right to refuse the use of the meeting rooms or cancel any reservation when it deems the action to be in the best interest of the Library and/or the Village of Catskill/Town of Catskill.
- The person signing the reservation form must be over 18 years of age or older and be in attendance when the meeting room is in use by the group they represent. That person will be responsible for the conduct of the group, and the protection of library property in connection with the meeting. The library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the library.
- For non-library related/sponsored programs, any material advertising a program to be held in the meeting room must make it clear that the Catskill Public Library and the Palenville Branch Library are not sponsors. Material must be submitted to the Library Director or designee for approval prior to distribution.
- It is understood that normal library operations continue while the meeting room is in use. Any disruption of normal library services by the meeting is prohibited.

- Light refreshments may be served in the meeting rooms, bearing in mind that the library cannot provide utensils or supplies and that, while water is available, there are limited facilities within the library for washing out coffee pots, cleaning dishes etc.
- The meeting room must be returned to its original condition and vacated by the agreed upon time.

## **Scheduling**

- An application must be filled out by the individual responsible for the requesting group. All permissions for meeting room use are subject to filling out the application and the approval of the Library Director or designee.
- The group or organization requesting use must renew its application on an annual basis.
- A new application must be filed any time the person designated on the application form as the responsible party for the group or organization, changes.
- Unless arrangements are made in advance with approval of the Director or designee, the meeting rooms may only be used during normal operating hours of the library.
- The person responsible for the group is to sign in and out for the group or organization.
- The library is to be notified immediately if there is a schedule change or cancellation.
- The meeting rooms are not available for use in the event that the building is closed due to emergency conditions or inclement weather. In such an event, every attempt will be made to notify any group with a reservation.

For additional information, please email us at:

**Catskill: [Director@catskillpubliclibrary.org](mailto:Director@catskillpubliclibrary.org)**

**Palenville: [Librarian@catskillpubliclibrary.org](mailto:Librarian@catskillpubliclibrary.org)**