

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY  
MEETING ROOM POLICY

Adopted and Approved 10/1996  
Revised and Approved 3/2003  
Revised and Approved 12/15/2012

Need for this Policy:

The Library needs this policy to define the use of the Community/Meeting Room.

Statement:

In keeping with the Mechanicville District Public Library's mission to be a positive institution within the community by providing the people of its community of all ages with a variety of programs that will serve their educational, cultural and recreational needs and to provide a common space where community individuals, organizations and groups can connect and interact.

The meeting room policy reflects Article 6 of the Library Bill of Rights, which states, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." The use of meeting rooms does not imply the library's endorsement of any ideas expressed in the meeting nor of the goals, objectives, or ideals of the person or organization using library facilities.

Policy:

- I. The Library and the Friends of the Library will have first priority of meeting rooms to conduct library business and programs.
- II. There is no charge to use meeting rooms.
- III. The room is available to individuals or organized groups during the hours the Library is open to the public.
- IV. The individual reserving and assuming responsibility for the room must be:
  - A. At least 21 years of age,
  - B. A resident of the Mechanicville City School District, and
  - C. A Mechanicville District Public Library card holder in good standing.
- V. The room may be reserved no more than ninety days in advance.
- VI. It is understood that library programming will have first priority in room use.
- VII. There will be *no charge* for use of the meeting room.
- VIII. Refreshments may be served and shall be provided by the group. No smoking is allowed.
- IX. The individual/group using the room 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 meeting room;

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- A. Verbal notice will be given by Director for first offense
  - B. Second Offense: Two months denied access
  - C. Third Offense: Six months denied access
- X. 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.
- XI. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.



# MEETING ROOM REQUEST

To be completed by individual requesting meeting space

Name of Organization :

Contact Person :

Phone :

Email :

Date and Time :

Meeting Information :

Room Requested :

Received Meeting  
Room Policy :

Staff Member :

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- Meetings must end at least 5 minutes prior to Library closing.  
\*Indicate while scheduling.

Additional Info

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Approved

Initial

ER - Ellsworth Room

RR - Decrescente Reading Room

CR - Children's Area