

Hudson Area Public Library District

Meeting Room Policy

**Approved by the HAPLD Board of Trustees on 4/10/07; re-approved as amended 01/10/2012;
re-approved March 10, 2015; re-approved as amended 04/14/2020; approved as amended 08/09/2022**

The Hudson Area Public Library District has meeting room space primarily for library specific programs. However, the library also welcomes the use of its meeting rooms for educational, cultural, civic and informational functions of the Hudson Area community.

When not otherwise in use, the library allows personal or social use of the room by Hudson library cardholders. The meeting room may not be reserved for commercial or political purposes. Religious groups may use the room for educational, cultural, intellectual, charity, and/or community related activities. Library property may not be used for worship services.

GENERAL GUIDELINES

1. The library reserves the right to review, accept or reject any or all applications for meeting room use. Organizations or individuals using the room assume full liability for groups or individuals in attendance and assume all responsibility for any loss, damage, costs and/or expenses that may arise during the use of library facilities.
2. Permission to use the room does not constitute endorsement of an organization, its policies, or beliefs by the Hudson Area Public Library District.
3. Use of the room may not interfere with the normal operation of the library. The person reserving the room is responsible for managing the orderly behavior of all attendees, providing adult supervision for any minors, and being present at the event.
4. Alcoholic beverages, drugs, and tobacco products are prohibited.
5. No fund-raising, collections, admission charges or other money raising activities are allowed in the meeting room. (Groups may charge attendees for the actual costs of materials used in a program, i.e., workbooks, handouts, supplies, etc.)
6. The meeting room is available for use during regular library hours. No group may enter the library earlier or later than the library's regular operating hours, except with special permission given by the library director.
7. The library is not responsible for any property left in the meeting room, and no material, equipment or furniture belonging to a group can be stored on library premises. The storage closet is not available for public use.
8. The library director and staff are authorized to establish, interpret, and enforce all rules and may monitor the room at any time.
9. Failure to abide by the rules and to exercise good judgment in the use of the meeting room may result in expulsion of offending groups or individuals. Users may be prohibited from using the meeting room in the future.

RESERVATIONS

- 1. The person reserving the room shall be the responsible party and shall be the only person authorized to make changes in room arrangements.
- 2. The library should be notified of a cancellation as soon as possible. Failure to cancel at least 48 hours in advance, barring unusual circumstances, may result in future reservations being denied.—At the discretion of the director, the library reserves the right to cancel any reservation or to relocate any scheduled meeting if circumstances warrant.
- 3. The individual or organization reserving the room shall be liable for the cost of any cleaning charges necessary as a result of the room’s use, or damages requiring repair that occur to the Community Room during use, by that organization and its members.

USE/CARE OF FACILITIES AND EQUIPMENT

- 1. Attendance at meetings must be limited to 50 individuals, the room’s capacity.
- 2. Permission to use the room does not constitute endorsement of an organization, its policies, or beliefs by the Hudson Area Public Library District.
- 3. Set up and take down are the responsibility of the individual or organization reserving the room. Nothing is to be attached to the walls or doors. Equipment or furniture may not be placed in front of emergency exits or doorways.
- 4. The library does not supply items such as dishtowels, cleaning supplies, dishes, flatware, or office supplies.
- 5. The meeting room is not designed for cooking or meal service. Simple refreshments may be served (coffee, cookies, etc.). Box lunches will be allowed, but no other meal of a more elaborate nature. Due to their tendency to stain carpet, red and orange beverages (such as Kool-Aid) may not be served.

Name: _____ Phone: _____

Organization: _____ Type/Purpose of Meeting: _____

Date of Meeting: _____ Start and End Times: _____

Expected Number of Attendees: _____

I have read and agree to the above regulations and assume full liability for groups or individuals in attendance and all responsibility for any loss, damage, costs and/or expenses that may arise during the use of library facilities.

Signature: _____ Date: _____

Approved: _____ Staff Initials: _____