

2.2 Library Program Room Policy

Background

The William K. Sanford Town Library provides public program spaces as part of our mission to empower community members to connect, learn, and grow. Spaces provided and covered by this policy document include the:

- Stedman Room
- Activity Room
- Board Room*

Please be advised that the Makerspace Room is reserved exclusively for library sponsored programs.

* For Board Room guidelines see last section of this document

Endorsement

The use of the library's program spaces does not constitute library endorsement of the philosophies, practices, presentation content, or viewpoints of presenters, participants or attendees.

2.2.1 General Guidelines and Reservations:

Reservations must be made at least 2 weeks in advance. Availability of rooms is available on our website calendar and multiple dates per request cannot be accommodated. A maximum of 12 reservations per calendar year may be made. An Application for Program Room Use will be required for the Stedman Room and Activity Room. All reservations must be pre-approved by the program room coordinator.

Programs that are planned by the library will always take precedence. The library reserves the right to cancel a reservation for library purposes but will make every effort to find alternative programming space within the library should a conflict occur. In an emergency the library has the right to cancel any scheduled use.

After the library requirements, preference will be given to library-related organizations, and to community groups. Reservations will be on a first-come first-serve basis. These groups may reserve a room up to three (3) months in advance.

Public services and organizations wishing to provide programs that are of public or community interest may reserve the room no more than three (3) months in advance. All programs must be open to the public. Reservations are on a first-come first-serve basis. The

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meeting room coordinator reserves the right to determine what is or is not of public or community interest.

Standing reservations and consecutive use for programs are not permitted.

If a program leader is more than 15 minutes late, the event will be cancelled.

A room setup configuration, including setup of audiovisual equipment, can be selected during the Room Booking process, after the *Application for Program Room Use* has been approved.

Program rooms are available for use during the library's hours of operation. Set-up may not begin before the library's normal opening time. Please adjust commencement of morning meetings accordingly. All members of the group must vacate the meeting room 15 minutes **prior** to the end time agreed to during the booking process. Room usage that exceeds closing time will result in loss of future Program Room use privileges.

Library Hours:

M-Th 10am-8pm

Fri. 10am-6pm

Sat. 10:00am-5:00pm

Sun. 1:00pm-5:00pm

Summer Hours: Memorial Day to Labor Day Closed Sundays

2.2.2 Consent to Filming & Photography

All programs presented at the library are subject to filming for broadcast on the Town of Colonie Government Cable Channel. By submitting the *Application for Program Room Use*, permission to allow filming and broadcasting is granted.

The Library reserves the right to photograph visitors to our meeting rooms during programs for use in library marketing. If you do not wish your likeness or that of your minor children to be used in marketing materials, please fill out the *Program Photography Form* indicating your preference.

2.2.3 Special Guidelines

Special Guidelines for Businesses

Programs presented by a business or commercial entity must be of a generic and purely informational nature. Sales pitches, promotions, or offers of goods or services are not permitted.

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All literature to be distributed must be approved by the library Director in advance.

Except as a designation of location, the name of the library may not be used in any publicity relating to use of program rooms.

Neither the name nor address of the William K. Sanford Town Library may be used as the address of any organization.

The library reserves the right to publicize – or not publicize – programs offered by businesses; there is no guarantee that space can be allocated for such events in our digital or print marketing materials.

Special Guidelines for Tutors

Tutors are not allowed to reserve Program Rooms. See Tutor Policy for more details.

Special Guidelines for Group Music Recitals & Piano Use

Teachers with more than 50% of their students residing in the Town of Colonie may reserve the Stedman Room for no more than one group music recital per year. All general program room policies apply.

One supervised rehearsal session may be booked if space is available.

The Stedman Room features a piano which may be used during recitals and other programs, upon approval during the Room Booking process.

The piano may not be used for casual playing or for outdoor performances. No mechanical or electrical equipment may be attached to the piano.

The piano can be tuned upon request. Tuning will be completed by the Library's preferred tuning service, and costs associated with tuning will be billed to the group or individual sponsoring the event or program.

Special Guidelines for Film Screenings

Groups must secure public performance rights to screen films in library program rooms, and provide the library with proof of rights. The library is not responsible for securing these rights, nor is it liable for a group's violation of this regulation.

2.2.4 Liability and Property Rules

Program Rooms shall not be available for the conduct of any illegal activity, or for social gatherings or religious programs/services.

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No admission fee may be charged for any program and any solicitation of funds is prohibited.

Subject to specific approval by the Library Director, a non-profit group may charge a fee to offset the cost of materials for participants.

The Library reserves the right to limit the number of programs presented per calendar year by any individual or group.

Except as a designation of location, the name of the library may not be used in any publicity relating to use of program rooms. Neither the name nor address of the William K. Sanford Town Library may be used as the address of any organization.

Programs involving the use of materials likely to result in damage to the facilities are not permitted.

Any damage to library facilities, willful or negligent, will be charged to the sponsoring group or individual.

Permission may be granted to serve light refreshments. All refreshments must remain within the program Room. *No food for refreshments may be prepared on the premises.*

Program participants are not permitted in staff areas of the library, including the staff lounge and restrooms, with the exception of permission granted by staff. The door leading to these areas must be kept closed at all times for security purposes.

The library is not responsible for loss or damage to the property of either the sponsoring group or persons in attendance.

The library assumes no liability for articles left for exhibit or display.

No property will be accepted by the library for safekeeping.

No alcoholic beverages allowed on premises.

2.2.5 Monitoring and Oversight

Library personnel must have free access to program rooms at all times. The library retains the right to monitor all programs conducted on the premises to ensure compliance with the above rules.

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Programs may not disturb library operations and must comply with all current library safety policy.

All programs involving minors must have an adult sponsor present and personally responsible for the event.

The library reserves the right to order the program room cleared for infringement of any of these rules and sponsoring groups may also be barred from future use of the room.

2.2.6 Use of Library Audiovisual Equipment

Audiovisual equipment is available for use during programs booked in advance, and must be requested at the time of room booking. Specific equipment is available to each room – see Room Descriptions below for details.

The library does not provide operators for the audiovisual equipment. Ask at the Information Desk if assistance is required.

Groups are responsible for loss or damage to library equipment.

***A note on Sound:** The library's house sound system is not designed to interface with instruments or other professional sound equipment; performers are welcome to bring their own gear, but should not plan on connecting anything to the library system. Please inquire in advance to discuss any specific needs.

2.2.7 Room Descriptions and Policies

Activity Room:

This 30x24 room is available for smaller programs, with a max capacity of **30**

Room is equipped with:

chairs

folding tables

Projection screen

Overhead Projector

AV Amenities*:

Connections for your laptop, with Mac and Ipad adaptors for connecting devices to projector

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Listen IR for the hearing impaired

The library does **not** supply pens, pencils, paper, flip chart pads, refreshment supplies, or any equipment not listed above.

Stedman Room

This 50' x 36' room is available for large programs, with a max occupancy of 107

Certain room configurations, such as “a classroom style” or the use of many tables, reduce the room’s capacity considerably, please ask if in doubt. · Room is equipped with:

Speaking Podium

Chairs

Folding tables

Projection screen

Overhead Projector

Piano and Piano Bench

AV Amenities*:

Connections for your laptop, with Mac and Ipad adaptors for connecting devices to projector

DVD player

One podium microphone (fixed)

Two hand-held or stand microphones (wired)

One wireless lapel microphone (clip-on) o CD/Cassette Deck

Listen IR for the Hearing Impaired

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Board Room (8 Person Capacity)

This space features tables which can be arranged to form a large/long conference table, 2 long rows, or 4 separate small tables for presentations/classes.

The Board Room is reservable from 10am-5pm Monday-Thursday through the self-booking calendar. The rest of the time is reserved for library use or quiet study. The room may not be booked for quiet study.

The Board Room may be booked up to three times per week, from 15 minutes to 2 hours, for the following uses:

- in person meetings (with 2-8 individuals)
- virtual meetings requiring privacy (e.g. people conducting or attending a virtual job interview)

Tutoring is not permitted. Please see the Tutoring Policy for guidelines on Tutoring in the Library

No AV is provided

Exceptions made at the discretion of the Director

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