

2.3 Program Room Policy

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.

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. The Library follows the American Library Association (ALA) guidelines regarding access to meeting rooms. Availability is on an equitable basis regardless of beliefs or affiliations of individuals or groups requesting their use.

2.3.1 General Guidelines and Reservations

Availability of rooms is on our website calendar and multiple dates per request cannot be accommodated. A maximum of 12 reservations per calendar year may be made for the Stedman Room and Activity Room, and one reservation per week for the Board Room. An Application for Program Room Use will be required and all reservations must be pre-approved by the program room coordinator. All users must agree to the Terms and Conditions for Room Use upon booking.

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 library use, preference will be given to Colonie Library Card Holders, library-related organizations, and to community organizations. Reservations will be on a first-come first-serve basis.

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.

Rooms will have tables and chairs to accommodate room capacities. Two setup configurations will be offered, including setup of audiovisual equipment, during the Room Booking process. The library does not provide operators for the audiovisual equipment. Groups are responsible for loss or damage to library equipment.

Rooms are available for use during the library's hours of operation, check website. 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 close of the library. Room usage that exceeds closing time will result in loss of future Program Room use privileges.

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. The Library may not be named as a contact point for information about or registration for the event.

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

The library does not publicize programs offered by community groups/businesses; publicity is the responsibility of the organizer.

All press releases, promotional materials and other forms of publicity must contain the following statement, "This is not a Library-sponsored program." Failure to comply may result in cancellation of the reservation or future use of the room.

2.3.2 Permitted Uses of Library Space

Colonie Library Card Users

Rooms can be reserved with a library card in good standing for the purpose of small meetings or discussion groups not required to be open to the public.

The library card holder who made the reservation must be present at the time of the program.

Reservations are limited to 30 people in the Stedman Room (10 minimum), 15 people in the Activity Room (5 minimum), and 8 people in the Board Room.

Reservations will not be accepted more than 2 months in advance and must be made at least one week in advance of the use.

Users acting in coordination with each other may not reserve library space for more than 4 consecutive hours, not including set up and break down time or to circumvent reservation limits.

Library rooms may not be booked for quiet study.

Community Organization Use of Library Space

Rooms can be reserved for a meeting, class, lecture, or discussion group that is open to the public.

Reservations are limited to 30 people in the Stedman Room (10 minimum), 15 people in the Activity Room (5 minimum), and 8 people in the Board Room.

Reservations will not be accepted more than 2 months in advance and must be made at least one week in advance of the use.

Users acting in coordination with each other may not reserve library space for more than 4 consecutive hours.

Community organizations partnering together, must identify any Sponsoring group and disclose all collaborators.

Library rooms may not be booked for quiet study.

2.3.3 Consent to Filming and 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.

2.3.4 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.

Special Guidelines for Tutors

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

Special Guidelines for Group Music Recitals and 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 Screening

Public performance rights must be secured 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.

2.3.5 Liability and Property Rules

Library Rooms are not intended for personal social events, gatherings, or celebrations; such as birthday parties or baby showers.

Rooms shall not be available for the conduct of any illegal activity or soliciting.

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.

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.

2.3.6 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.

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

All programs involving minors must have an adult sponsor present and personally responsible for the event. No child is to be left in a room alone.

All tables and chairs must be placed back into the configuration prior to the usage.

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.

2.3.7 Use of Library Audiovisual Equipment

Audiovisual equipment is available for use during programs in the Stedman Room and Activity Room, and must be requested at the time of room booking.

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

Users 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.

ADOPTED: October 27, 2021; edited 5/22/24, revised 3/19/25. History and background for this policy are located in the Office of the Director of the Library