



Friends' Room. 24' x 34'.  
4 tables will seat 6 people each.  
Wi-Fi access.

## MEETING ROOM POLICY & APPLICATION



### GLOVERSVILLE PUBLIC LIBRARY

The public meeting rooms are provided for the benefit of all and may be used by organizations and individuals, as the space is available. Meeting rooms at the Library are provided free of charge and may be for literary, educational, philanthropic, or civic purposes. Meetings held in the rooms are to be open to all. Permission granted to use Library meeting rooms in no way constitutes endorsement of the policies or beliefs of any group or organization.

To use a Library meeting room an application must be submitted to the Library.

The Library reserves the right to deny applications for use based on the availability of space and/or the frequency or appropriateness of use as determined by the Director. The Library reserves the right to set aside meeting rooms during specific blocks of time for use by the Library staff. The Library is not responsible for costs incurred if a meeting is canceled due to circumstances beyond the Library's control.



Carnegie Room 24' x 38' with a stage.  
Moveable auditorium seating.  
Two 8-foot banquet tables.  
Video projector.  
Wi-Fi access.

Adopted January 17, 2006 by the Board of Trustees of the  
Gloversville Public Library  
Revised January 2007



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**FRIENDS' ROOM    CARNEGIE ROOM  
(circle one)**

**Rules governing use of Library meeting rooms by outside groups:**

- Meeting rooms may be used by outside groups only during Library hours unless approved by the Director and the president of the Board of Trustees.
- Groups must vacate the meeting room at least ten minutes before the closing of the building.
- Library meeting rooms must be restored to their original condition at the conclusion of the event.
- Unlawful activity shall not be permitted in meeting rooms and such activity shall be a basis to deny future use of the Library meeting rooms by groups or individuals violating this policy.
- Meetings may be terminated if they are disruptive to Library services.
- Activities for minors, age 17 and under, must be supervised by responsible adults.
- Permission to use meeting rooms is not transferable by any group whose application is approved.
- Meeting room users agree to pay for any and all damages to Library property incurred while the applicant is using such property.
- Light refreshments requiring no cooking may be served and shall be provided by the group. No smoking is allowed.
- Users are requested to bring their own easels, equipment, and materials, as the Library will not supply such.
- 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.
- The use of Library equipment such as a piano, VCR/DVD player, video projector, or laptop computer may be requested when applying for the use of a room.

Application may be made in person,  
by fax or by mail.

NAME OF ORGANIZATION:

PERSON MAKING APPLICATION:

APPLICANT'S ADDRESS AND PHONE NO:

DATE ROOM IS REQUIRED:  
SCHEDULED TIME OF MEETING:

TOPIC OF MEETING:

EST. SIZE OF GROUP EXPECTED:

SPECIAL EQUIPMENT NEEDED (Circle)

TV/VCR (Friends Rm)

VCR/Projector (Carnegie Rm)

DVD Player/Projector (Carnegie Rm)

Laptop/Projector (Carnegie Rm)

Piano (Carnegie Rm)

**Do NOT write below this line** \_\_\_\_\_

Approval signature:

Date