

Meeting Room Policy

Statement of Philosophy

As an institution of learning, education, and recreation, the Catskill Public Library and Palenville Branch Library (the Library) welcome the use of our buildings for civic, cultural, educational, and public information meetings of groups based with the Catskill Central School District, or groups with a significant number of Catskill Central School District residents.

While library programs will take precedence over the use of the said rooms by other groups, our libraries are fully committed to extending the use of these rooms to help all types of organizations and groups further their outreach and communications.

Statement of Policy

Conditions

- The Library meeting areas have posted "Maximum Capacity" signs throughout the building, established by local town and village fire codes. At no time should the capacity exceed this number.
- There is a charge of \$25.00 for any "for-profit" organizations using the meeting rooms.
- No admission or other fees may be charged for attending any program by any group using the meeting rooms.
- All programs or meetings held in the meeting rooms must be open to the general public.
- Any commercial solicitation made by any groups using the meeting rooms is prohibited.
- The Library reserves the right to refuse the use of the meeting rooms or cancel any reservation when it deems the action to be in the best interest of the Library.
- The person signing the reservation form must be over 18 years of age or older and be in attendance when the meeting room is used by the group they represent. That person is responsible for the conduct of the group and the protection of library property in connection with the meeting. The signing party shall promptly reimburse the library for any expense or damage resulting from the use of the library.

- For non-library-sponsored programs, any material advertising the program in the meeting room must clarify that the Catskill Public Library and the Palenville Branch Library are not sponsors. This material must be submitted to the Library Director or designee for approval before distribution.
- It is understood that normal library operations continue while the meeting room is in use. Any disruption of regular library services by the meeting is prohibited.
- Light refreshments may be served in the meeting rooms, bearing in mind that the library cannot provide utensils or supplies. While water is available, there are limited facilities within the library for washing out coffee pots and cleaning dishes, etc.
- The meeting room must be returned to its original condition and vacated by the agreed-upon time.

Scheduling

- An application must be filled out by the individual responsible for the requesting group. All permissions for meeting room use are subject to filling out the application and the approval of the Library Director or designee.
- For ongoing programs, the group or organization requesting use must renew its application annually.
- A new application must be filed any time the person designated on the application form as the responsible party for the group or organization changes.
- Unless arrangements are made in advance with the approval of the Director or designee, the meeting rooms may only be used during regular operating hours of the library.
- The person responsible for the group is to sign in and out for the group or organization.
- The library must be notified immediately of a schedule change or cancellation.
- The meeting rooms are not available for use if the building is closed due to emergency conditions or inclement weather. In such an event, every attempt will be made to notify any group with a reservation.

Should you need any additional information, please email the director at director@catskillpubliclibrary.org.

Resolution: Adopted on March 27, 2010 by unanimous vote of the Board of Trustees of the Catskill Public Library.
Resolution: Amended on May 18, 2022 by unanimous vote of the Board of Trustees of the Catskill Public Library.

