

General Information

1. Library facilities will be assigned on a first-come, first-served basis except for regularly scheduled meetings of boards and commissions, Library-sponsored events, and grandfathered groups.
2. Reservations may be made no more than 30 days in advance unless arrangements have been made and approved by the Library Director, or designee.
3. The Meeting room is available to groups for educational, civic, and cultural functions that are **open to the public FREE of charge**. The Meeting room is not available for private use that limits participation by membership, invitation, or where admission is charged or money raised. The exchange of money for non Library-related goods or services by user is prohibited.
4. The Meeting room is not available for social gatherings, religious, partisan, fund-raising functions, or commercial purposes.
5. Facilities are available for preparing refreshments but are to be arranged for at the time of application. The applicant is responsible for cleaning up after the function.
6. Library facilities must be left in their original conditions, and parking and noise problems must be controlled by the user. **Meeting room divider is to be opened/closed by Library staff only.**
7. Permission to use Library facilities does not in any way construe Library endorsement of a given user's policies or beliefs.
8. The Meeting room will be available the following times:

Monday	10:00 a.m. to 5:45 p.m.
Tuesday	10:00 a.m. to 7:45 p.m.
Wednesday	11:30 a.m. to 7:45 p.m.
Thursday	11:30 a.m. to 5:45 p.m.
Friday	10:00 a.m. to 5:45 p.m.
Saturday	11:30 a.m. 4:45 p.m.
Sunday	1:00 p.m. to 4:45 p.m.

For grandfathered groups, and depending on which day of the week the meeting takes place, the Meeting room doors will be locked at 5:00 p.m., 6:00 p.m., or 8:00 p.m., when the Library closes, so that access will not be permitted to the main part of the Library. However, there will be access to rest rooms and kitchen facilities, but not the staff kitchen. No keys to the Library will be lent to groups unless prior arrangements have been made and approved by the Library Director, or designee.

9. It is prohibited to use the name and the address of Library facilities as a mailing address for organizations meeting in the facilities except as approved by the Library Director, or designee.
10. Alcohol is prohibited in Library facilities.
11. Smoking is prohibited in Library facilities.
12. Gambling in any form is prohibited in Library facilities.
13. Applicants must be at least 21 years of age.

## Administrative Procedures

1. A coffee maker is available for use in the Meeting room kitchen; and coffee makers with exposed hot elements will not be permitted in the Meeting rooms (self-contained coffee urns will be permitted). Users need to bring their own coffee, 12-cup coffee filters, tea, creamer, sugar, cups, plates, napkins, and utensils if they wish to provide refreshments.
2. Although food and beverage is permitted, users must avoid food or drink that may stain or damage the facilities or furniture. In particular, users should not bring red or orange punch, grape punch or juice, or tomato juice.
3. Users are required to get equipment orientation checklist for Meeting room prior to meeting.
4. Telephone messages will be delivered in emergency situations only.
5. Outside doors are not to be propped open. Please observe all signage about the alarms on doors when exiting.

## Liability and Regulations

1. All persons using the facilities will hold the City of Albany Public Library harmless from any and all liability for injury to persons or property as a result of their activities.
2. Decorating or changes to the facilities must be discussed at the time of application. The use of cellophane, adhesive or masking tapes, nails, staples, screws, etc., on tables, walls or ceilings, or other equipment or facilities is prohibited except on designated bulletin boards.
3. The user shall be responsible for any damage to Library equipment or property. If additional janitorial maintenance is required other than the normal cleaning process, the applicant will be charged accordingly.
4. The Library's Meeting room will be left in an acceptable condition with chairs stacked and tables folded.
5. The Library reserves the right to cancel any use of its facilities upon two weeks' advance notice. Should a group decide not to meet, notice of cancellation should be made at least 24 hours in advance.
6. Cancellation of facility use privileges by the Library may result for reasons including but not limited to the following:
  - a. Failure of user to observe rules and regulations.
  - b. Failure of user to leave the facility and furniture in original condition, neat, clean, and undamaged.
  - c. Failure of user to give advance notice of cancellation.
  - d. Disorderly conduct or disturbances.
  - e. False representation of the user and its planned activities.