



## STUDY ROOM USE POLICY

Several small study rooms, located in the Adult and Youth Services Departments, are available to the public and are designated for individual or small group study of eight (8) people or less.

Study rooms can be reserved online via our website, over the phone, or on a walk-up basis, as available. Reservations may be made a maximum of seven (7) days in advance. Room use, including time extensions, follows current procedures set forth by Library staff. Preference will be given to Literacy Volunteers and ESOL (English for Speakers of Other Languages) tutors, who may reserve up to two (2) weeks in advance.

The Library reserves the right to admit the next patron with a reservation into the study room. Study room users must abide by the Library's [Rules of Public Behavior Policy](#), and all instructions from Library staff.

Study rooms close five (5) minutes before the Library's closing time.

Reservations may be forfeited if the patron using the study room is more than fifteen (15) minutes late, without notification.

## PUBLIC MEETING ROOMS POLICY

The Meeting rooms of the Guilderland Public Library shall be made available to Guilderland School District residents with a Guilderland or Altamont library card. You must be eighteen (18) or older to reserve a meeting room. The meeting rooms are available without charge for use by local non-profit groups engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community. The Director of the Library and the Board of Trustees reserve the right to approve or disapprove use of the meeting rooms.

Library-sponsored programs and meetings always have priority. The meeting rooms may not be reserved more than sixty (60) days in advance. The rooms may not be used more than two (2) times a month by the same group or individual. Exceptions may be made for the Guilderland Central School District and the Town of Guilderland.

Permission to use the meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Meeting room use shall not be publicized in such a way as to imply Library sponsorship. All publicity is the responsibility of the group, and must clearly identify the sponsoring organization.

All events must be free and open to the public and adhere to the [NYS Open Meeting Law](#). The Library is not a venue to hold private parties.

There can be no charge to participants for any reason at any time, except for materials fees. Fundraising events are not permitted. However, at the discretion of the Library Director the following will be allowed at Library sponsored programs:

- Fundraising to benefit the Library and/or the Guilderland Library Foundation
- The sale of books or materials by authors, artists, and presenters participating in a Library program

Meeting rooms may not be used for commercial and/or for-profit purposes, including investment seminars, events designed to generate customers, sales/service demonstrations, programs by private for-profit health care representatives, etc. There shall be no distribution of literature, other than to program participants within the meeting room. All literature is subject to Library approval.

Smoking, alcohol, incense, or open flames are not permitted on the Library premises or the outdoor space. Fire codes must be observed at all times. Room occupancy may not exceed legal limits and furniture and equipment may not block aisles and exits. Groups will be held responsible for any damages to Library premises or equipment, and for loss of Library property.

The Library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the meeting rooms. The reserving party is responsible for leaving the room(s) in the same condition as it was when they arrived.

Failure to abide by these rules for meeting room use may be justification for denying the group further use of meeting rooms and may incur a monetary fee.

Prompt notification to the Library of cancellation of a meeting is required. The group leader is responsible for contacting the members/audience if the scheduled meeting is to be cancelled.

A certificate of insurance (COI) is a document issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to listed individuals. A certificate of insurance may be required to protect the library from liability and/or loss.

All reservations involving up to twenty (20) minors must have at least two (2) adult supervisors. For each additional ten (10) minors, an additional adult is required. These supervisors must be acceptable to the Library Director or the Director's designee. Approved supervisors shall be held personally responsible for the conduct of the reservation and its participants.

In the event the Library's hours change due to inclement weather, please check local news stations, the Library website, or social media.

**Piano Policy:**

The piano is used for performances only. It is not available for rehearsal or practice. The piano should not be moved and must be plugged in at all times.

Tuning Fee: Anyone wishing to use the piano and have it tuned specifically for a recital must give the Library three (3) weeks advance notice and must pay the \$120.00 tuning fee (subject to change); the Library will select the tuner and arrange to have the piano tuned prior to that use.

**Kitchen Rules and Food/Drink Policy:**

- 1) Refreshments and supplies are the responsibility of the community group.
- 2) Any supplies found in the kitchen cupboards or the refrigerator are for Library use only. No food or other supplies may be stored in the kitchen (Helderberg Room Only).
- 3) Oven and stove may be used for warming and/or cooking (Helderberg Room Only).
- 4) All equipment **must** be shut off after the meeting (All Rooms).
- 5) Failure to abide by these regulations may result in loss of subsequent use of meeting room privileges.

Citations

Adopted 9/8/1988  
Revised 5/17/2022  
Draft March 2023