

HUDSON PUBLIC LIBRARY

Facility Use Policy

In keeping with the mission of the Hudson Public Library, meeting areas within the building are available for public use.

ACCEPTABLE USE

- There will be no user fee for organizations engaged in educational, cultural, intellectual, or charitable activities for events that are open to the public and free of charge.
- Forums or informational meetings held by elected officials or candidates are allowed, but no attendee names, addresses, email addresses, or other personal information may be gathered at the time of the event. No handbills, campaign literature, or other items intended to solicit votes may be distributed within the library.
- Meeting areas are not available for private parties or social activities.
- For-profit entities wishing to reserve the meeting room may do so for a fee of \$25.00 for 4 hours with a fee of \$5.00 for each additional hour. Set up and clean up must be completed within the scheduled time.

RESERVATIONS

- Meeting areas may not be reserved more than 1 year in advance and no more than two reservations per month, per individual or group, are allowed.
- Library sponsored meetings, programs, and events will have priority in scheduling. Reservations for other allowable uses will be made on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting use.
- Rental fees will be refunded if the event is cancelled more than 7 days in advance. Cancellation of a reservation less than 7 days in advance will result in forfeiture of the rental fee. Exceptions may be made for severe weather events.
- Reservation agreements are available at the library circulation desk during regular operating hours. A reservation becomes final when the form has been completed and any applicable rental fees are paid.
- Meeting areas may be reserved for any day the library is open. Rooms are available:
 - Monday: 10:00 a.m. to 8:00 p.m.
 - Tuesday: 8:00 a.m. to 8:00 p.m.
 - Wednesday: 10:00 a.m. to 8:00 p.m.
 - Thursday: 10:00 a.m. to 8:00 p.m.
 - Friday: 8:00 a.m. to 6:00 p.m.
 - Saturday: 10:00 a.m. to 5:00 p.m.

- Individuals under the age of 18 must have a parent or guardian co-sign the application and adult supervision must be provided during the event.

REGULATIONS

- Meeting area users must abide by library policies and all applicable federal, state and local laws and regular library operations may not be disrupted.
- Collecting money, soliciting orders for goods or services, or engaging in other profit making enterprises is prohibited.
- All displays must be free standing. No decorations that would constitute a fire hazard are allowed.
- Food and non-alcoholic beverages may be served. The user must furnish all serving and eating supplies.
- The registrant is responsible for any damage to the property or for missing equipment and for leaving the facility clean. Any expenses incurred by the library in clean up after an event will be charged back to the user. Clean up includes:
 - A. Tables and countertops wiped down.
 - B. Chairs brushed for crumbs if food is served.
 - C. Carpet swept.
 - D. Trash carried out (taken with you).
- Children must be attended at all times.
- The user is responsible for setting up for their event and for returning the room to its original arrangement when finished.
- Arrangements for use of projection, video, or audio equipment must be made in advance.
- Failure to abide by the regulations for meeting areas may result in the suspension of facility use privileges in accordance with library policy.

DISCLAIMERS

- The Board of Trustees of the Hudson Public Library reserves the right to refuse access for any activity not deemed in keeping with official policy of the Hudson Public Library. Use of the meeting room in no way implies library endorsement of ideas expressed in the meetings or of the aims and goals of an organization, group or individual using the facility.
- The Hudson Public Library and the City of Hudson are not responsible for accidents, injury, loss, or damage to the private property of individuals or organizations using the facility.
- Individuals or organizations meeting in the library must agree to indemnify and hold the Hudson Public Library and the City of Hudson harmless from any and all liability, claims, actions, causes of action and or damages, which may arise, or allegedly arise during the use of library facilities. This shall include obligation to defend the Hudson Public Library and the City of Hudson and to be responsible for any legal fees incurred and pay any judgements entered.

Approved: 11/01/1999

Reviewed: 01/03/2006

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