

In keeping with its overall mission, the Albany Public Library makes its Meeting Rooms available to community groups and individuals. The primary purpose of this service is to provide space for educational and cultural enrichment events and to support the Library's role of promoting community and lifelong learning in a welcoming space.

LIABILITY AND REGULATIONS

Programs presented in this room by an individual or organization are not endorsed by the City of Albany, the Albany Public Library, the City Council, or the Library Advisory Board. The Albany Public Library does not assume any liability for the statements and promises offered by the individual or organization using this facility, nor do we guarantee the accuracy or reliability of the program content.

The Albany Public Library does not assume liability for the injury of a person or property as a result of the activities of people or groups using the room.

The Library assumes no responsibility for items lost, stolen, or damaged through the use of the Meeting Room.

The user shall be responsible for any damage to Library equipment or property. If additional Janitorial maintenance is required other than the regular cleaning process, the applicant will be charged accordingly.

The Library reserves the right to restrict facility use privileges for a failure to comply with the rules outlined here, the Library Code of Conduct, or because of false representation of the user and its planned activities.

AVAILABILITY

1. The Community Meeting Room will be prioritized for Library, Library Partners, and City Events, then on a first-come, first-serve basis. The Library reserves the right to cancel or reschedule confirmed meeting room reservations with two weeks' advance notice.
2. The facility is not available for commercial use.
3. Requests for use may be made no more than 30 days in advance unless arrangements have been made with the Library Director or designee.
4. Use of the meeting room is limited to twice per month for each group due to limited meeting room space.
5. The room is available during the Library's regularly scheduled hours of operation, and reservations may extend beyond closing time.
6. Applicants must be at least 18 years of age. Groups of minors must always be supervised by at least one (1) adult for every ten (10) minor children.
7. No fees are charged for the use of the Meeting Room.
8. Minimum facility use period is one (1) hour.
9. Users must give notice of cancelation 24 hours in advance.

RULES

1. The group is responsible for setting up, rearranging, and taking down tables and chairs. Library staff will not assist with meeting room set-up, operation, or clean-up.
2. Meeting Rooms must be left clean, in good repair, and in the same condition as found.
3. The Meeting Room divider is to be opened/closed by Library staff only.
4. The Library Staff cannot accept phone messages or deliveries for meeting room patrons. Invitations and advertisements for the event must have clear contact information; the Library cannot assist anyone calling for information.
5. Light refreshments may be served, but groups may not prepare food on library property. Food or drink that may stain or damage facilities or furniture should be avoided. Groups are responsible for clean-up.
6. Only rooms and equipment, as approved on the application, are to be used.
7. Smoking and alcohol are prohibited in all areas of the building and on Library property.
8. Gambling activities or events are prohibited.
9. Lighted candles or other open flames and heating elements are not permitted due to Fire Department regulations.
10. 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.
11. The outside doors are not permitted to be propped open. Please observe all signage about alarms on doors when exiting.
12. If the Library has closed, the group will be responsible for turning off the lights.
13. Nothing may be stored for a group before or after a meeting.

MAKING A RESERVATION

1. Request an application packet by visiting the Library, calling during open hours, or visiting the Library's website to determine if the Meeting Room is an appropriate space for your activity.
2. Include all set-up, decorating, and clean-up time when filling out the amount of time needed to rent the space.
3. All requests for use of equipment or the kitchenette must be made at the time of application.
4. At least one week in advance, submit a completed "Facility Use Application" in person, electronically, or by mail. A completed application must have the signature of the individual, 18 years or older, who will be responsible. You will be notified whether or not your application has been approved.
5. Upon confirmation, first-time facility or equipment users must schedule 15 minutes to meet, review the procedures and guidelines, and do a walkthrough.