

**HENDRICK HUDSON FREE LIBRARY**  
**CHILDREN'S PROGRAM ROOM RULES FOR USE**

The Children's Program Room shall be used solely for programs sponsored by the Hendrick Hudson Free Library, unless otherwise approved by the Library Director or Children's Librarian.

The Board of Trustees makes The Children's Program Room available for uses that will enhance the Library's role as an essential community resource. Programs scheduled in the Library's facilities shall not impede the delivery of regular public Library service.

- Permission to use the Children's Program Room does not constitute Library endorsement of the policies, beliefs or goals of the program sponsor, nor shall any advertisement or publicity indicate endorsement or sponsorship by the Library without prior approval of the Board of Trustees or the Library Director.
- The Library Director or Children's Librarian reserves the right to approve or disapprove each application for the use of the Children's Program Room. They may impose added restrictions deemed appropriate for a particular program or use.
- The Library Director or Children's Librarian may deny, rescind, or cancel any application when it is deemed to be in the interest of the Library to do so. Failure to observe regulations governing the use of the Children's Program Room may result in denial of use in the future.

## **HENDRICK HUDSON FREE LIBRARY**

### **CHILDREN'S PROGRAM ROOM USE**

#### Regulations and Requirements:

1. The Children's Program Room is scheduled for use on a first-come, first-served basis and is available at the sole discretion of the Library Director or Children's Librarian.
2. Library activities and those the Library jointly sponsors with other organizations will have first priority in scheduling. Where possible, scheduling preference will be given to applicants residing or based in the Hendrick Hudson School District.
3. The Children's Program Room may be made available to individuals or organizations for the pursuit of cultural, educational, informational, non-partisan political activities, and to conduct an organization's business. The Children's Program Room shall not be used for marketing goods and services or for any personal events.
4. Unless approved by the Library Director or Children's Librarian, use of the Children's Program Room by an individual or organization shall not exceed two times per month and can be reserved up to three months in advance.
5. The program applicant is responsible for any and all damages to the Library building and its contents during use. The applicant(s) agrees to indemnify, defend and hold harmless the Library, its Trustees, employees, and volunteers from any and every claim for damage, loss or injury of any kind whatsoever to person or property, relating to or in connection with the applicant's program, event and use of the Children's Program Room. At the time of application, the applicant shall submit proof of insurance coverage with general liability limits of \$1,000,000.00 on a certificate prepared by their insurance provider which names the Hendrick Hudson Free Library, its Trustees, employees and volunteers, as additional insures. At the time of the event or program, the applicant shall provide confirmation that the insurance coverage of the Library, its Trustees, employees and volunteers as additional insures remains in full force and effect.
6. Permission to serve refreshments is at the discretion of the Library Director or Children's Librarian. If permission to serve refreshments is granted, the applicant must provide all supplies, food, paper goods and service utensils.
7. Serving and/or consumption of alcoholic beverages is absolutely prohibited.
8. Any furniture, equipment, or materials (collectively, "Additional Equipment"), brought into the building for the applicant's program is the responsibility of the applicant and must have prior approval of the Library Director or Children's Librarian. The Library assumes no responsibility, whatsoever, for any property placed in the Library in connection with the applicant's program. The applicant agrees to indemnify, defend, and hold harmless the Library, its Trustees, employees and volunteers from any and all liability for any loss, injury or damage to persons or property which may be sustained during or by reason of a program or the Additional Equipment used during the program held on the Library's premises.

9. The applicant must restore the premises and equipment to their original condition immediately after they have been used with all trash bagged. **Please make use of the recycling bins to help us meet our Green Initiatives.**
10. Applicants must set up and re-stack tables and chairs and vacuum if necessary.
11. Applicants must announce fire exits prior to the start of the meeting/program.

## CHILDREN'S PROGRAM ROOM USE APPLICATION

Applicant/Organization \_\_\_\_\_

Program Description/Meeting \_\_\_\_\_

### Reservation Details:

Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Expected Attendance: # Adults \_\_\_\_ # Young Adults \_\_\_\_ # Children \_\_\_\_

### Authorized representative completing the application:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Are you requesting use of the audio/visual system?

Yes  Please contact Terri Jersey at ext. 313.

No

### Agreement

I hereby apply for use of meeting room space as specified above and agree to the policies, procedures, and regulations and requirements as set forth in The Children's Program Room Rules for Use, which are incorporated herein by reference, and a copy of which I acknowledge that I have received, read, and understand and expressly agree to.

For the Applicant/Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date

For the Library

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date

Adopted by the Library Board of Trustees 04.12.99  
Revised 05.21.07/10.22.12/04.08.19/10.26.20  
Reviewed 10.26.15/10.23.17/04.08.19/10.26.20