

HENDRICK HUDSON FREE LIBRARY
CONFERENCE ROOM USE POLICY

Library patrons may use our Conference Room for small group gatherings of 5 to 12 people. A prior reservation is required. The room may be reserved up to one week in advance for a maximum of two (2) hours on any given day.

If a patron would like to use the room for more than two (2) hours, the patron must complete a Conference Room Use Application and submit it to the attention of the Business Manager along with the required \$15 per hour fee for any usage in excess of two (2) hours.

This room is available only when the Library is open for use by patrons.

The Conference Room may not be used for tutoring (see also Tutoring Policy).

CONFERENCE ROOM USE APPLICATION

Applicant/Organization _____

Program Description/Meeting _____

Reservation Details:

Date _____ Time _____ am/pm to _____ am/pm

Authorized representative completing the application:

Name _____ Title _____

Address _____

_____ Telephone _____

E-mail Address _____

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 above which I acknowledge that I have received, read, and understand.

For the Applicant/Organization

For the Library

Signature

Signature

Print Name & Title

Print Name & Title

Date

Date

Fee _____ Received _____

Adopted by the Library Board of Trustees 05.20.13
Revised 10.26.15
Reviewed 10.23.17/04.08.19/10.26.20