

**CHENEY LIBRARY:
Multipurpose Room at Cheney Library**

Please be aware that all rules and regulations pertaining to Cheney Library apply to this Multipurpose Room as well. In addition, the following guidelines also apply:

1. Cheney Library makes the Multipurpose Room available on equal terms to all qualified groups primarily active in the Town of Hoosick. Room use is contingent upon accepting our policies and submitting an accompanying request form; reservations are not final until confirmed in writing by the Director who has full authority to grant, refuse, or revoke permission for Room usage. Denial of room use by the Director may be appealed in writing to the President of the Board of Trustees.
2. The Multipurpose Room may not be used for sales promotions, private social affairs, fundraising, or for the primary financial benefit of commercial concerns. Art exhibits and displays of interest and enrichment to the community are encouraged.
3. Admission to events held in the Room must be open to the public, subject to reasonable limitations such as health and safety, availability of seating, suitability of the program and maintenance of decorum. No fees, dues, or donations may be charged or solicited. In instances approved by the Director, a non-profit group may charge a fee to offset cost of materials for participants.
4. Groups may request use of the Multipurpose Room no more than 60 days in advance.
5. The Multipurpose Room must be reserved by an adult. Meetings of groups whose members are under the age of 18 must be supervised at all times by an adult.
6. The room can accommodate a maximum of twelve (12) people. While the room is accessible to the physically disabled, there are no assistive devices available.
7. The room is furnished with six chairs and one circular folding table. Six additional folding chairs and one additional table may be requested when making a room reservation.
8. For a fee of \$25, groups can use the audio-visual equipment. Library staff will have to set up and operate equipment. Requests for audio-visual equipment must be made when the room is reserved. Groups are responsible for any damage to equipment, and may be charged for repair costs if necessary.
9. The Room is available only during Cheney Library hours of operation. Library staff will not provide room setup. Setup may not begin before the scheduled opening of the Library, and groups are responsible for returning the Room to its original arrangement. All members of the group must vacate the room at least 15 minutes prior to the Library's scheduled closing time.

10. Light refreshments may be brought in and served. Groups are responsible for all utensils and paper goods and for immediate cleanup afterward with all trash removed and disposed of properly.
11. Tobacco, alcohol, candles, open flames, and incense are prohibited.
12. All groups serving food or beverages, or using the room for arts and craft activities are required to make a \$25 deposit, when making the reservation, which will be returned if no extra custodial services are required to prepare the room for future activities.
13. Groups assume responsibility for any damages to Cheney Library property resulting from their use of the Room. Groups will subsequently be charged repair costs for such damages.
14. Should an organization need to cancel its meeting, every effort should be made to inform the Library as soon as possible. Should the Library need to cancel the meeting, every effort will be made to inform the person who made the reservation as soon as possible. The Library is closed on snow days of the Hoosick Falls Central School District.
15. Cheney Library reserves the right to approve any signage and materials to be displayed on the property.
16. Cheney Library assumes no responsibility for injuries or damages to personal property that occur as a result of use of the Room. Cheney Library shall not assume responsibility for the security of items brought into the Room by a group or any individual in attendance. Cheney Library will not provide storage of materials or equipment for a group or organization.
17. Groups must secure public performance rights to screen films in the room, and provide the Library with proof of same. The Library is not responsible for securing these rights and is not liable for a group's violation of this regulation.

Cheney Library Application for Use of Community Room

Library Hours:

Monday	1PM to 8PM
Tuesday	10AM to 5PM
Wednesday	1PM to 8PM
Thursday	10AM to 8PM
Friday	11AM to 5PM
Saturday	9AM to 1PM
Sunday	CLOSED

Date Requested: _____

Start Time: _____

End Time: _____

(Note: Please include setup and cleanup times in the timespan you are requesting)

Group Name: _____

Applicant Name: _____

Phone: _____ Email: _____

Alternate Group Contact: _____

Projected Attendance (Maximum 12): __Participants under 18? Yes / No

Brief Description of Room Use: _____

**Use of room includes 1 circular table and 6 chairs.
Please check any requests that apply to your reservation:**

<input type="checkbox"/> Audio/Visual Equipment – subject to \$25 fee	<input type="checkbox"/> Extra folding chairs (6 maximum)
<input type="checkbox"/> Power Strip	<input type="checkbox"/> Extra circular folding table
<input type="checkbox"/> Refreshments will be served - \$25 deposit required	<input type="checkbox"/> Arts/crafts program - \$25 deposit required

By signing this form, I acknowledge that I have received, read, and understand the Community Room Policy, and agree to follow the terms outlined in the policy.

Signature of Applicant

Today's Date

For internal use only:

Approved / Disapproved

Notified: _____

Authorized Signature: _____ Date: _____