

Meeting Room Policy

Includes the Community Room, Small Meeting Room A and Small Meeting Room B

The Goshen Public Library and Historical Society offers its meeting room spaces for use by individuals and groups for non-commercial, educational, cultural, informational, intellectual and civic purposes. Library and Friends Group sponsored programs will have first priority to all of these spaces at all times. Room availability is contingent on there being no conflict with Library programs or meetings.

The Goshen Public Library and Historical Society Board of Trustees or Director reserves the right to determine use of the rooms, to assess fees for the use of the rooms, and to cancel or reschedule all arrangements, at its discretion, with or without cause or reason, and without liability.

Each group/individual requesting use of the meeting rooms must complete an application before scheduling a meeting/event at the Library. The fact that a group has been permitted to meet at the Goshen Public Library and Historical Society does not constitute an endorsement of the group's policies and/or beliefs.

Policy Guidelines:

1. Groups/individuals reserving the meeting room spaces must adhere to the Goshen Public Library's Code of Conduct and the Unattended Child Policy.
2. No group or organization using the meeting rooms may discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the use of the meeting rooms.
3. No admission fee may be charged, contributions solicited or dues collected. The only exceptions are in the case of paid registration at conferences or institutes, held in cooperation with the Library, or payment of fees for regularly scheduled education course sponsored by nonprofit organizations.
4. No product or service may be sold, though payment may be charged for materials required for education or direct group, with prior review and approval of the Library Director.
5. All publicity for the meetings/events held in the Library must carry the name of the organization sponsoring the meeting/event. The Library will not take reservations or registrations for individuals to a meeting/event on behalf of the sponsoring organization. The Library must not be identified as a sponsor.
6. Groups may not use the name or address or logo of the Goshen Public Library and Historical Society as the official address or headquarters of the group/organization, nor may the Library's address, telephone number, or email be used as contact information.
7. Youth organizations with programs/events involving minors in the meeting rooms must provide adult supervision at all times.

8. Groups/individuals reserving the room must have a Goshen Public Library Card and be at least 18 years old.
9. Groups/individuals having existing insurance shall name Goshen Public Library and Historical Society as an additional insured on their policies and shall provide the Library with a certificate of insurance.
10. The individual signing the reservation application on behalf of a group shall be responsible for the conduct and activity of the users. That individual must be present at the event/program.

Reservations/Scheduling:

1. Library or Library-sponsored programs have priority over other uses of the meeting rooms.
2. Meeting room reservations may be requested using the Library's online meeting room request form which can be accessed on the Library's website: www.goshenpubliclibrary.org. Meeting room requests may also be made by telephone 845-294-6606 or in Person at the library. Meeting rooms may not be reserved more than 3 months in advance and no group/organization may have more than two future meetings on the calendar at a time.
3. Meeting rooms must be scheduled at least a day in advance. Walk-ins will not be allowed.
4. If a meeting/event is canceled, the Library should be notified as far in advance of the scheduled date as possible. Any organization that is a "no show" for two scheduled meetings will have its meeting room privileges revoked or suspended.
5. Number of chairs/or equipment must be made on the reservation request forms. Descriptions of each room and the furnishings included will be given with the application for reservations.
6. Each room has a maximum number of people allowed in the space.

Use/Care of the Room:

1. Groups may serve light refreshments in the Community Room only. However, the Library does not furnish equipment or supplies ie coffee makers, napkins, cups etc. Smoking and alcoholic beverages are prohibited.
2. Groups/individuals are responsible for returning the room to its original condition at the end of the program/event.
3. Groups are responsible for a cleaning and technology/equipment deposits when applicable. Amounts may be found in the descriptions of the meeting rooms. Groups will also be responsible for paying for any breakage, damage to Library property or any unusual expense incurred by the Library as a result of the meeting/event.
4. The Library is not responsible for the security or storage of property owned by groups/ organizations using the Library nor is it responsible for damage or loss of property of others.
5. Library staff will not be available for consultation/troubleshooting during the event/program. Groups/individuals may come in 30 minutes prior to the program/event to familiarize themselves with the room and equipment included.

