



New Woodstock Free Library

Program Room Use Policy

The New Woodstock Free Library has established the following policy and procedures for reserving the Frances Fuggle Program Room. The Library has the authority to accept, renew, or reject requests for use of the room under the established policy.

The primary purpose of the Library's Program Room is to allow the Library to hold meetings and programs that expand access to information and extend Library services within the community. Priority for use of the room is given to the Library and to Library-related groups or non-profit groups who hold meetings and programs to enhance the services of the Library and benefit the community. The Board of Trustees of the New Woodstock Free Library welcomes the use of the Program Room for cultural, educational, informational, and/or civic meetings that it deems to be of interest to the community. To promote accessibility of the Program Room to a wide variety of community groups, the Library may limit the number and length of meetings for any particular organization. The Library Director and Board of Trustees reserve the right to reject a reservation request.

- The Program Room is available for use during normal hours of Library operation.
- Library meetings and programs receive first consideration when scheduling the Program Room.
- Vendor sales must be a transaction between purchaser and vendor, with checks made payable directly to the vendor.
- The individual or group requesting the Program Room will be responsible for the arrangement of the room and for returning the room to the condition it was in before the meeting took place.
- The identification, statement, or display of the New Woodstock Free Library's name or logo in any way that may reasonably be interpreted as implying endorsement, approval, or sponsorship by the Library is not allowed.
- There is no charge for use of the Program Room; however, a donation to the Library is welcome.
- The Library Director shall determine if liability insurance must be obtained by users for their meeting/event.
- Requests to use the Program Room must be submitted in writing (preferably via email) and approved by the Library Director.

Approved by the Library Board of Trustees on January 28, 2021.