Blauvelt Free Library

Meeting Room Policy

The Meeting Room Policy establishes guidelines and procedures for use of the room. Usage of the Library's Meeting Room by any individual or organization signifies acceptance of the terms of this policy. Issues not covered by this policy will be decided by the Library Director.

General Guidelines

- Blauvelt Free Library has a meeting room which is available primarily for library programs and endeavors which will take precedence in scheduling and room use. The Library strives to share the meeting room, when available, with local community groups who are non-profit groups requesting space for informational, educational, intellectual, and cultural meetings. The room is not available to any groups or individuals for personal, for-profit, political or religious endeavors or pursuits. A meeting room use application must be completed for review and is considered pending until approval is granted. A certificate of insurance naming the Blauvelt Free Library as an additional insured on the policy of the individual organization may be required. Applicants making the request must be 21 or older.
- The Blauvelt Free Library meeting room use must be scheduled and approved in advance. The meeting room must be vacated 15 minutes before the library's scheduled closing.
- The Meeting Room may not be used for social events such as private parties.

- The Library cannot be identified as a sponsor. All publicity and communications regarding the event organizers must include the following statement, “The program is neither sponsored by nor affiliated with the Blauvelt Free Library.” Event organizers are responsible for all promotions and attendees should be directed to contact the event organizer with questions.
- Use of the meeting room does not imply endorsement, support, or co-sponsorship by the Library for the activities that take place in the meeting room nor the beliefs or views of the groups sponsoring the events.
- If a meeting must be canceled, the library should be notified at least 24 hours in advance of the date. Failure to notify may result in cancellation of future reservations for that organization.
- The event organizer assumes all liability for the use of the room, their equipment and all participants. The organizer(s) hold the Library harmless from any claim for any injury, loss or damage caused by any act whatsoever.
- The Library reserves the right to impose limitations on the frequency of use of the Meeting Room by an organization.
- All organizations are expected to clean the premises before leaving and return the area to the state in which it was found. The library does not provide personnel to assist with clean up.
- Furniture cannot be moved without permission from the Library Director.
- The Meeting Room has a maximum occupancy of 35 people.
- All individuals and groups using the room shall adhere to the Library’s Patron Behavior Policy. Failure to comply with the Library’s policies can result in a suspension period in which the organizer may not reserve or otherwise use the Meeting Room. The suspension may be appealed to the Blauvelt Library Board of Trustees. Any group or individual wishing to appeal a suspension of community room use must first contact the Library Director to discuss a resolution.

Approved by the Board of Trustees January 27, 2026