

## RULES FOR PUBLIC USE OF HUDSON LIBRARY & HISTORICAL SOCIETY MEETING ROOMS

1. The Hudson Library & Historical Society meeting rooms are available for use by the library and Hudson businesses and organizations during library operating hours. (Applications must be signed by a Hudson resident as the representative of the group using the room.) Facilities are accessible to the handicapped.
2. Meeting rooms in the Hudson Library & Historical Society library will honor an "Open Registration Period" for all users. Rooms will be rented on a 'first call-first served' basis in 4-hour increments. Bookings more than 90 days in advance are tentative and subject to be "bumped" by library programs. You will be notified if a conflict arises.
3. The Library Board of Directors creates rules and regulations for the operation and leasing of the public rooms. The Facility Manager shall be responsible for administering the use of these rooms.
4. DEPOSITS: Each user must pay a deposit fee of \$50 per room upon securing any space. Deposit amounts will carry over from use to use provided there are no damages or excessive clean-ups required to be addressed by the library after the space has been occupied. If it is determined that the space has been damaged, i.e., damaged/stained carpet or tile, damage to walls, ceilings or doors or that the space has been left in an unacceptable condition, i.e., debris left behind, tables and chairs not wiped clean and put away, trash not in proper receptacles, then the library shall use the deposit to correct the problems. The group(s) responsible will then be required to repay their deposits before they can use the room again. Deposits on rooms that have not been damaged will be returned within 30 days after use of the room.
5. User rates for each 4-hour increment are as follows:

CAPACITY	ROOMS AVAILABLE	For-Profit Fee	Not-For-Profit Fee
20	Laurel Lake Community Living Room	\$25.00	0.00
60	North Meeting Room	\$25.00	0.00
60	North Meeting Room with Kitchen	\$40.00	15.00
60	South Meeting Room	\$25.00	0.00
120	Large Meeting Room	\$50.00	0.00
120	Large Meeting Room with Kitchen	\$65.00	15.00

There will be no charge for not-for-profit groups. All others will be charged the above rates.

6. It is understood that a reservation is only for the time and room(s) requested. Please allow set-up and break-down time when making a reservation. No entry allowed before 9 a.m. on weekdays and Saturday or 12 p.m. on Sundays.

7. CANCELLATION POLICY: Reservations cancelled without a 24-hour notice will cause forfeiture of a deposit.
8. Any programs involving the serving of food, and/or painting and crafts of any kind shall be prohibited in the Laurel Lake Living Room.
9. Alcoholic beverages, smoking, open flames and pets are not permitted.
10. There is no selling of merchandise or any profit-making.
11. Modification of any space or installation of decorations or visual props on walls or ceilings with tape and/or pushpins or any other installation that would result in damage to interior finishes is strictly prohibited.
12. Meeting room users shall set up tables and chairs and put them away after the event. Users must return the room to the condition in which it was found. Users are reminded to wipe tables, chairs, sinks and counters clean, as needed. Trash receptacles are available in the chair/table storage room or coatroom. All infant diapers SHALL be taken off premises and not left behind in the public trash receptacles.
13. There is a screen and audio-visual cart available for public use, along with an InFocus projector. There is wireless internet available in all the meeting rooms.
14. Children and young people are to be supervised at all times by parents or leaders of the group using the facility.
15. Users shall indemnify and hold harmless the Hudson Library & Historical Society and employees from any and all claims for damages which arise from use of the Hudson Library & Historical Society meeting rooms.
16. Telephone: a local-call-only courtesy telephone is provided in the foyer of the building. (the telephone in the meeting room is available for in-library contacts)
17. Groups may not post their own signs. The only signage allowed will be a list of the day's meetings provided by The Library.