

## MHLS Auditorium Use by Outside Organizations Policy

The Mid-Hudson Library System allows the use of the Frank VanZanten Auditorium, located at 105 Market Street, Poughkeepsie, NY, by nonprofit, for-profit and government agencies. Failure to comply with the use guidelines outlined in this policy may result in financial penalties (see item #14) and may result in canceling future use.

1. Organizations using the Auditorium shall secure any necessary insurance coverage and performance licenses and indemnify the System for any failure on their part to do so. The MHLS Auditorium, at 105 Market Street, must be named as additionally insured on the organizations liability insurance policy and a current Certificate of Insurance must be on file at MHLS prior to use of the Auditorium.
2. An *Application for Workshop/Meeting Arrangement* must be filed for each event request. Authorization to use MHLS' facilities does not reflect endorsement by the System of the general or particular program, position, or purpose of any persons or organizations. Use of the Auditorium for System purposes takes precedence over other uses.
3. If the Auditorium will be used outside of System hours (8:30am-4:30pm, Monday-Friday) the booking organization is responsible for scheduling a building orientation with the MHLS Facilities Manager and obtaining current entrance code and alarm instructions in advance. Any overtime costs incurred by MHLS staff during the use of the Auditorium outside of System hours may be billed to the booking organization.
4. Equipment such as a laptop or data projector may be available for use. Outside organizations using MHLS equipment must be trained in its use by a System staff member beforehand.
5. Attendance at programs may not exceed the room capacity of 150. Please note, in times of public health emergencies, such as COVID-19, room capacity may be reduced based on public health guidance.
6. Groups of children or teenagers must be supervised by one adult for every ten children.
7. Meeting/event organizers must be familiar with the Emergency Action Plan posted in the facility and alert audience members to the location of the emergency exits prior to the start of their event as well as be familiar with an assembly point should the facility need to be evacuated during the event.
8. Smoking and vaping is not permitted anywhere in System buildings, including the restrooms. Smoking is prohibited within 100 feet of the entrance and exits as per New York Public Health Law §1399-o.
9. Usage Fee: *Note: This must include the time to set up prior to the event and time to clean up afterwards.*

- Half Day (up to 4 hours):

Member Library	\$100
All other agencies	\$150

- Full Day (over 4 hours):

Member Library	\$150
All other agencies	\$250

10. Cancellations: An event must be cancelled 48 hours before the scheduled time by e-mail to [booking@midhudson.org](mailto:booking@midhudson.org) in order to avoid the usage fee. The System reserves the right to close the building for weather-related and other emergency conditions in the interest of public safety, resulting in the cancellation of events. The MHLS Facilities Manager will call a booking organization's contact with notice of emergency closings. These will also be provided at [midhudson.org](http://midhudson.org). Usage fees will be refunded for cancellations due to emergency closings.
11. Please note, use of the Auditorium by the Dutchess County Board of Elections takes precedence over all other events by law.
12. Organizations are responsible for the set-up and the arrangement of the space, such as tables and chairs, for their event. No data projectors or other equipment emitting heat are permitted on tables. MHLS does not provide paper products or coffee/food supplies for non-MHLS events.
13. Nothing is to be hung from walls (interior or exterior) or from the ceiling.
14. After events, organizations are responsible for:
- Tables: clean
  - Floors: free of debris and dirt
  - Bathrooms: sinks, toilets and floors clean; waste in proper receptacles
  - Kitchen: counters and sink clean, floors wiped
  - Trash: cans emptied. *Waste cans, plastic bags and dumpster are provided by MHLS*
  - Room set up: Put all tables away in closet and stack all chairs. *Note: If room rearrangement cannot be done at the end of the event, it must be completed by 8:30am the next week-day or discussed with the MHLS Facilities Manager.*
  - Unplug any electrical equipment or appliance(s) used
  - Adjust heat or air as per instructions at thermostat
  - Turn out all lights (including bathrooms); close glass foyer doors
  - Lock doors and engage alarm when leaving
15. Inspections are done after each use of the MHLS Auditorium. If the guidelines noted above are violated, organizations will be charged a minimum of \$50 as per the attached Fine Schedule. If there is damage to any room that will necessitate professional cleaning or repair, the cost will be passed on to the organization that used the room.

*The System shall not be held responsible for the security of property owned by an individual or group using the auditorium or MHLS meeting rooms.*

Board Approved: [DATE]

## MHLS Auditorium Fine Schedule

Effective as of 1.1.2012; Revised 4.5.2019

	<b>Fine for violation:</b>
Tables: clean	\$50
Floors: free of debris and dirt	\$50
Bathrooms: sinks, toilets and floors clean; waste in proper receptacles	\$50
Kitchen: counters and sink clean, floor spills wiped	\$50
Trash: cans emptied, new bag put in	\$50
All tables put away in closet; chairs stacked and put away in closet	\$100
Unplug any electrical equipment or appliance(s) used	\$100
Adjust heat or air as per instructions at thermostat	\$100
Turn out all lights (including bathrooms); close glass foyer doors	\$50
Lock door and engage alarm when leaving	\$200
<b>Damages to the facility, furniture or equipment that necessitate cleaning and/or repair</b>	Time/materials/replacement costs