

# Canajoharie Library & Arkell Museum Meeting Space Policy

## Policy Statement

The Canajoharie Library and Arkell Museum recognize the 21st library service trend of providing spaces for co-working and community gathering. Thus, the Library and Museum provide rooms, public meeting areas, and more to help meet this trend. Restrooms are located on both floors and are equipped with changing tables and ADA accessible stalls. Any and all sanitary changes must be done in the restrooms and are expressly prohibited in meeting spaces. Food is prohibited in all meeting spaces except for the Café Area, or for Library/Museum-run programs. Drinks must be in spill proof containers. Patrons are responsible for cleaning up after themselves. Failure to comply with the above rules may result in revoking of Library privileges.

## Meeting Spaces:

### 1) Reading Room

The Reading Room has comfortable chairs for reading and a large table and chairs for work. It is a designated quiet zone and a great place to work if you prefer a quiet atmosphere. Spots are available on a first-come-first-served basis.

### 2) Teen Area

The teen area has two tables and reading chairs. It is not a designated quiet zone but patrons should be respectful of others in nearby spaces. Spots are available on a first-come-first-served basis.

### 3) Café Area

The café area is located across from the Great Hall and overlooks the Memorial Garden. It can be used as a meeting space or study space. It is not a designated quiet zone but patrons should be respectful of others in nearby spaces. Spots are available on a first-come-first-served basis.

### 4) Classroom

The classroom is located on the lower level and is designated as both a rental space and a free use room, under the following conditions: Patrons may use the classroom for tutoring, studying, or personal meetings of no more than four people up to a total of 2 hours per day. The classroom may be reserved 24 hours in advance for tutoring purposes. The classroom will be held for fifteen minutes for patrons who have reserved the room for free use. After fifteen minutes the room will be offered to the next person in line. The classroom may be reserved no more than a month in advance for non-rental use. Organic and biological materials including but not limited to diapers, menstrual products, and food waste must be disposed of in restroom trash cans. The classroom **must be rented** to accommodate more than four people and/or for more than a two-

hour use. For more information on rentals, please contact the Administrative Assistant at 518-673-2314 x 110 or email rentals@arkellmuseum.org

#### 5) Great Hall

The Great Hall is typically designated a rental space. For more information, please call 518-6732314 x113 or email rentals@arkellmuseum.org

### **Requesting Use of Great Hall or Classroom Space**

The use of the Great Hall and Classroom will be assigned by the Library Director, Executive Director of the Library and Museum, or their Representative in priority order to render the use of the facility for the benefit of the greatest number of community members. Priority for the use of the Great Hall and Classroom will be given in the following order:

- Library-sponsored or Museum-sponsored meetings or programs
- Non-profit organization meetings or programs
- Organizations engaged in educational, cultural, intellectual, civic, or charitable activities
- Other meetings or programs

### **Request of Great Hall or Classroom for Commercial Groups or Social/Private Functions**

A meeting is defined as commercial if the group sponsoring or conducting the meeting has as the purpose of the meeting to advertise, promote, or sell a product or service; or to train and motivate its employees; or for any and all other business-related functions such as market research, fundraising, interviewing applicants, etc.

A meeting is defined as social or private if it is not open to the public.

To request a meeting for a Commercial Group or Social/Private Function, please contact the Administrative Assistant at 518-673-2314 x 110 or email rentals@arkellmuseum.org.

<b>Date:</b>	<b>Updates Made:</b>
6/12/2019	Adopted as part of the Customer Service Policy
3/8/2023	Removed from the Customer Service Policy and made an independent policy. Expanded policy statement to include food and beverage requirements; removal of no longer existing public space. Inclusion of new parameters for free use of classroom and updated rental requirements.

Approved 6/12/2019

Amended 3/8/2023

