



Albany County Public Library

Room Application Checklist

Thank you for your interest in using the public library for your meeting or event. Before submitting your completed meeting or conference room application, please read the instructions carefully. **Please note that a submitted application does not guarantee the group or organization the meeting room at the requested time. You will be notified when your application is approved.**

Application and Room Rental Checklist:

- ◆ Completed Meeting or Conference Room Application
 - After completing the application, save it to your computer. Then submit **electronic applications** as an attachment by email to meetings@albanycountylibrary.org
 - Submit **print applications** at the library – Attn. Caitlin White
 - Applications must have a handwritten or electronic signature
 - **To use an electronic signature** – Click on the signature field. Select Create a new Digital ID, then click Next. Select where you would like to store the signature and click Next. Type in your personal information, and then click Next. Enter a file location and password, and then click Finish.
 - Applicants **MUST** read the ACPL Meeting Room Policy before use of the room will be granted
- ◆ Meeting Room rental fee
 - The library must receive payment before the group or organization can use the meeting room
- ◆ Meeting Room Policy
 - Please remember to read the meeting room policy, which can be found at <http://www.albanycountylibrary.org/meeting-room-policy.aspx>
 - Meeting room reservations are **not** available for individuals or private parties of any kind
 - Conference room reservations are available for individuals
 - **Private groups and organizations:** Any financial transactions are prohibited
 - Groups may request the meeting room for a series of meetings for a period of up to one year using the Multiple Dates Meeting Room Application (Multiple dates cannot be requested for the conference room)
 - Alcoholic beverages and smoking are not permitted
 - City ordinance requires that all food be professionally prepared or store bought
 - Children must be supervised at all times
 - The library is not responsible for any accidents, injury, or loss of property, which may occur in connection with use of the meeting room
 - Groups are responsible for any property that is broken/damaged as a result of their meeting
 - The library retains the right to cancel meetings for reasons related to safety, weather, utilities, or disruption of library operations
- ◆ Meeting Room Check-in and Set-up
 - **Meetings and events during normal business hours:** Remember to check in at the Circulation Desk at **least 20 minutes** prior to your meeting time. This will give you time to pay the room rental fee and set up your space.
 - **Meetings and events after normal business hours:** Remember to check in at the Circulation Desk when the library is open. Early check-in is necessary to receive a key to the meeting room.
- ◆ Meeting Room Take Down and Clean Up
 - Please pay close attention to the clean up instructions provided to you when renting the room. The meeting room should be returned to the state in which it was when you arrived.
- ◆ An organization or group's inability to comply with the library's specifications for meeting room rental may result in the organization or group being unable to rent the room in the future.

Questions? Contact Caitlin White at 307-721-2580 x5456 or meetings@albanycountylibrary.org.