

Guidelines for Use of SENYLRC's Conference Room and Meeting Room

The Southeastern NY Library Resources Council, located at 21 South Elting Corners Rd., Highland, NY 12528, has one conference room and one meeting room, accessible through the lower level side entrance. The primary purpose for these rooms is to accommodate SENYLRC events such as meetings, workshops and other programs. The conference room can accommodate 40 people in theater style or 30 people in classroom style. The meeting room can accommodate 18 people sitting around meeting tables. The conference room also accommodates the use of 16 laptop computers that must be set up in advance for such events requiring the use of the laptop. The conference room also includes an instructor/trainer computer, a digital projector and the front screen. There are two restrooms accessible by either room. The adjacent parking lot can accommodate up to 25 vehicles beyond the parking needs of Southeastern and tenant staff. (Overflow parking is available across the street in the Lowe's parking lot.)

These rooms are not public facilities, but are available to **library-related groups**.

The following general guidelines govern the use of these rooms by library-related groups:

- Priority will be given to in-region (counties of Columbia, Greene, Ulster, Dutchess, Orange, Putnam, Rockland, & Sullivan) groups or organizations without incurring a room usage fee. Out-of-region library related groups will incur a room usage fee. In all cases, any SENYLRC-sponsored event will take precedence over any other library related group. Check SENYLRC's calendar of events (a link from SENYLRC's home page www.senylrc.org) to determine the availability of the rooms.
- Library related groups from **outside the 8 county region**, including library networks and vendors, may reserve the conference room at a cost of
 - Conference Room - \$250 full day or \$175 for a 3.5 hour or less half day
 - Smaller Meeting Room - \$125 full day or \$75 per 3.5 hour or less half day
- The rooms must be reserved at least 30 days in advance of the event, but no earlier than six months in advance.
- Use of these rooms is permitted between 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding holidays. SENYLRC reserves the right to close the building due to inclement weather or other emergencies; it is the responsibility of the reserving group to contact attendees if such closing is necessary.

- If requested, the following set-up charges apply to all library-related groups:
 - **\$30** set up fee for use of the laptop computers.
 - **\$5.00** per laptop if special software is required. SENYLRC's Systems Manager will supervise any software loaded on to the laptops at least five business days prior to the event. After the event, the software must be removed as well as any files created during the event (any files saved to hard disk on the laptops will be erased following the end of the event).
 - **\$30** per event if SENYLRC is requested to provide refreshments (coffee, tea and pastries). Alternatively, the group may provide its own refreshments at no charge. For more extensive food requirements such as breakfast or lunch, the group is responsible for its own catering; however, SENYLRC can recommend a list of caterers within the general Highland area. All food and or drinks brought into the rooms must be removed immediately after the event and the rooms must be cleaned up and trash removed.
 - **\$15** for tables and chairs set up in Conference Room if requested by the group. Alternatively the group may arrange tables and chairs for their event but must return the furniture to the same manner it was found.
- The rooms are available to library-related groups only. Exceptions to this policy will be made at the discretion of the executive director.
- Eating and drinking is not permitted near the laptop computers.
- Any willful or negligent damage to the facilities or equipment at the SENYLRC headquarters will be charged to the group.
- No smoking, use of tobacco products, or alcoholic beverages is permitted in the facility. A telephone near the rooms is available for emergency local phone calls.
- Nails or tacks cannot be placed on the walls, however masking tape is allowed.
- Any group not adhering to the above guidelines may be denied use of the rooms in the future.
- SENYLRC reserves the right to refuse any request for the use of these rooms.

For questions about this policy or to reserve a room, contact SENYLRC at 845-883-9065 and complete the *Application for Use of Meeting Space*. ***URL HERE***