



99 Clinton Street • Schenectady, NY 12305 • 518.388.4500 • 518.388.4526 fax

www.scpl.org

McChesney Room Use Application

PLEASE READ CAREFULLY:

The McChesney Room at the Hon. Karen B. Johnson Central Library is available for a variety of social, cultural, and educational activities, along with discussions of current public questions. **Use of the room is free of charge for non-profit groups; all other groups will be charged \$100 for up to a three-hour rental. Payment must be made prior to scheduled event; checks should be made payable to "Schenectady County Public Library."** It is available on equal terms to all groups in the community, regardless of the beliefs and affiliations of their members, provided that the meetings are open to the public. **Priority is given to library sponsored programming.**

No charge shall be made for admission to any meeting and no collection shall be taken up; dues may not be collected either. Use of the room is limited to three meetings per calendar year for any organization. Events cannot be scheduled more than two months in advance of the meeting date.

Groups or individuals using the piano in the McChesney Room will pay for its tuning, should they feel this service necessary. Piano must be covered and returned to its original location at the conclusion of the program.

Light refreshments requiring no cooking may be served. If kitchenette is used, counters must be wiped and no food left in the refrigerator. Smoking/vaping is prohibited inside and within 100 feet of our buildings. Alcoholic consumables and open flames, such as candles, are not permitted. The McChesney Room and facilities will be left clean and in good order. The organization will be responsible for any damage to library property. Groups must vacate the McChesney Room 15 minutes before the library closes. The library will not be responsible for any loss or damage to supplies or equipment belonging to the organization. Organization's supplies or equipment are not permitted to be stored at the Library between meetings.

Group organizer agrees to report to the Adult Reference Desk and notify of departure.

EQUIPMENT USE:

Presentations must be stored on USB Flash Drive.
Personal laptops are **NOT ALLOWED** to be hooked up to the podium or projector system in the McChesney Room.
Microphone available.
WiFi is available for public use.

GROUP AGREES TO LEAVE THE ROOM IN THE FOLLOWING CONDITION:

Chairs arranged neatly in stadium seating -or- stacked along the walls.
All tables taken down and put in closet.
All food removed from room, including kitchenette and refrigerator.
Notify Librarian at the Reference Desk upon departure.

Name of Organization: _____

Organization's Address: _____

Name of Contact Person: _____

Contact's Address: _____

Contact's Phone Number: _____ Email: _____

Requested Date(s): _____ Time(s): _____

Topic of Meeting: _____

By signing, the organization agrees to the stated conditions.

Contact's Signature: _____ Date: _____

Check Enclosed (if applicable) \$100 for up to 3 hour period: YES NO N/A

Library Director's Approval: _____ Date: _____



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Branch Library Meeting Room Application

PLEASE READ CAREFULLY:

The meeting rooms in the Schenectady County Public Library Branches are available for a variety of social, cultural, and educational activities, along with discussions of current public questions. **Use of the room is free of charge for non-profit groups; all other groups will be charged \$100 for up to a three hour rental. Payment must be made prior to scheduled event; checks should be made payable to "Schenectady County Public Library."** It is available on equal terms to all groups in the community, regardless of beliefs and affiliations of their members, provided that the meetings are open to the public. No charge shall be made for admission to any meeting and no collection shall be taken up; dues may not be collected either. **Use of the room is limited to three meetings per calendar year for any organization. Events cannot be scheduled more than two months in advance of the meeting date.**

Groups or individuals using the piano at the Niskayuna Branch Library will pay for its tuning, should they feel this service to be necessary. The library will make arrangements for this tuning service. Piano must be covered and returned to its original location at conclusion of program.

Light refreshments requiring no cooking may served. Smoking/vaping is prohibited inside and within 100 feet of our buildings. Alcohol and open flames, such as candles, are not permitted. The Meeting Rooms and facilities will be left clean and in good order. The organization will be responsible for any damage to library property. **Groups must vacate the Meeting Rooms 15 minutes before the Branch Library closes.** The library will not be responsible for any loss or damage to supplies or equipment belonging to the organization. Organization's supplies or equipment are not permitted to be stored at any Branch Library between meetings.

SCPL Branch Locations (choose one):

- Bornt Branch Library & Literacy Center: 948 State Street • Schenectady, NY 12307 • 518.372.4393
- Glenville Branch Library: 20 Glenridge Road • Glenville, NY 12302 • 518.386.2243
- Mont Pleasant Branch Library: 1036Crane Street • Schenectady, NY 12303 • 518.386.2245
- Niskayuna Branch Library: 2400 Nott Street East • Niskayuna, NY 12309 • 518.386.2249
- Rotterdam Branch Library: 1100 N. Westcott Road • Rotterdam, NY 12306 • 518.356.3440
- Scotia Branch Library: 14 Mohawk Avenue • Scotia, NY 12302 • 518.386.2247
- Woodlawn Branch Library: 2 Sanford Street • Schenectady, NY 12304 • 518.386.2248

Name of Organization: _____

Organization's Address: _____

Name of Contact Person: _____

Contact's Address: _____

Contact's Phone Number: _____ Email: _____

Requested Date(s): _____ Time(s): _____

Topic of Meeting: _____

By signing, the organization agrees to the stated conditions.

Contact's Signature: _____ Date: _____

Check Enclosed (if applicable) \$100 for up to 3 hour period: YES NO N/A

Branch Manager's Approval: _____ Date: _____