

GREENBURGH PUBLIC LIBRARY POLICIES AND PROCEDURES MANUAL

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	EFFECTIVE DATE: January 1, 2011
	APPROVED: September 28, 2010

I. PURPOSE

This policy specifies usage guidelines, restrictions, and fees associated with use of the Library's Meeting Rooms.

II. POLICY

The Board of Trustees ("Board") of the Greenburgh Public Library, Inc. ("Library") endorses the Library Bill of Rights as adopted by the American Library Association Council on January 23, 1996, which states:

"Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

III. PROCEDURES GOVERNING THE PUBLIC USE OF LIBRARY MEETING ROOMS

1. PRIORITY

The meeting rooms available in the Greenburgh Public Library primarily to support Library programs and functions that further the work of the Library. Library sponsored activities, as well as Library organizations as defined below, are given priority in the use of the meeting rooms; however, the Library will not cancel a reservation for a library program, except that the Library otherwise reserves the right to cancel a reservation at any time if there is an emergency as determined by the Library in its sole and absolute discretion. Rooms are not available for social gatherings, money-raising, or commercial purposes. The deciding factors in identifying "commercial" meetings will be whether or not on-site sales will be attempted, any form of solicitation for funds or the requirement of personal information from participants will be made on site, or any fee will be charged other than those for materials.

a. Library Association Organizations

The Friends of the Greenburgh Library, Inc. ("Friends"), the Greenburgh Public Library Foundation, Inc. ("Foundation"), Town recognized Neighborhood Associations, and government entities and agencies and schools located in unincorporated Greenburgh are exempt from the usage fees.

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2. RESERVATIONS

Use of Rooms is by reservation. Reservations are made when an executed Meeting Room Application form (attached) is approved and payment of the fee (if applicable) by cash or check is received along with the duly executed Assumption of Liability Statement is received. Application forms will be available at the Reference Desk, on the Library's web page or from the Library Administration Office. Completed forms are to be returned in person or faxed to the Library Administration Office at 914-721-8201. Reservations must include the name of the organization, time desired, number of persons expected, the purpose of the meeting, and the name, address and telephone number of the responsible person. The form must be executed by an officer of the organization. Reservations will be on a first come, first served basis. It is understood that inquiries about the meeting may be referred to the designated responsible person. All applicants will be notified by telephone as to the status of their request. Applicants whose request is approved have ten business days to remit all associated fees (if applicable) to the Library Administration Office. The Library Administration Office is open Monday to Friday from 10 am to 5:30 pm. Room reservations will be forfeited on the 11th business day if applicable fees are not received.

3. SCHEDULING

Room reservations should be made at least 2 months, but not more than 4 months in advance of the desired meeting date. Groups are limited to two reservations per month. A refund of the usage fee will be made if the Director of the Library is notified of the cancellation in writing at least 2 business days before the meeting date. Reservations cancelled less than 2 business days before the scheduled meeting will be assessed a cancellation fee.

Groups may not make or accumulate reservations for more than two consecutive days without prior written permission of the Director. Library related boards and committees, library-sponsored series, and Friends of the Greenburgh Library, Inc. ("Friends") and the Greenburgh Public Library Foundation, Inc. ("Foundation") may exceed these limits.

4. FEES (ADDITIONAL EQUIPMENT AVAILABLE SEE ITEM 5)

- a. Multipurpose Room: Maximum occupancy - 280
Includes: screen, 140 chairs, 15 tables, podium, pantry with sink and small refrigerator

Certified 501(C)(3) Organizations residing in Unincorporated Greenburgh
Usage Fee - \$100.00 for 4 hour period, \$20.00 each additional hour of use

All other Organizations
Usage Fee - \$200.00 for 4 hour period, \$40.00 each additional hour of use

Cancellation Fee - \$50.00

- b. Conference Room: Maximum occupancy – 20
Includes: table and chairs

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Certified 501(C)(3) Organizations residing in Unincorporated Greenburgh
Usage Fee - \$50.00 for 4 hour period, \$20.00 each additional hour of use

All other Organizations

Usage Fee - \$100.00 for 4 hour period, \$40.00 each additional hour of use

Cancellation Fee: \$15.00

- c. Local History Room: Maximum occupancy - 15
Includes: table and chairs

Certified 501(C)(3) Organizations residing in Unincorporated Greenburgh
Usage Fee - \$50.00 for 4 hour period, \$20.00 each additional hour of use

All other Organizations

Usage Fee - \$100.00 for 4 hour period, \$40.00 each additional hour of use

Cancellation Fee: \$15.00

- d. Training (Computer) Room: Maximum occupancy - 12 students + 1 instructor
Includes: DVD/VCR, laptop hookup, sound, projector, and screen. Use of the Training (Computer) Room requires prior instruction from the Library staff. Appointments for instruction are made through the Library Administration Office at (914) 721-8221.

Certified 501(C)(3) Organizations residing in Unincorporated Greenburgh
Usage Fee - \$100.00 for 4 hour period, \$20.00 each additional hour of use

All other Organizations

Usage Fee - \$200.00 for 4 hour period, \$40.00 each additional hour of use

Cancellation Fee: \$50.00

5. FACILITIES

Use of any Room includes use of facilities. Any needed equipment such as microphones will be charged an additional fee per each piece of equipment as follows:

- Piano: \$50.00
- Microphones (2 wireless, 1 wired): \$15.00 each
(Note: two microphones cannot be used together – when one is on the other has to be off.
- Television and DVD Player: \$30.00
- Coffee Pot (80 Cups): \$5

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6. REFRESHMENTS

Refreshments cannot be served in the Local History and Training rooms. If refreshments are served in the Multipurpose Room or Conference Room due care and consideration must be given to the preservation of the carpet and furnishings. Alcoholic beverages may not be served under any circumstances unless prior written approval is given by the Town Board. Each group shall be responsible for providing its own serving equipment and for cleaning up after use.

7. LIBRARY CLOSING

All meetings must conclude at least one-half hour before Library closes to allow time for cleaning. All participants must vacate the Library by closing time.

8. SMOKING

Smoking in all rooms is prohibited.

9. CONDITION OF ROOM

The Room must be left neat and orderly and in the condition in which it was found. If not, notice will be given to the group that a second offense will result in its being denied further use of the Rooms. Time for setting up the meeting and cleaning up afterwards should be included in the meeting time requested.

10. DAMAGE

Organizations holding meetings will be responsible for any damage to the room and contents. No additional furniture or equipment other than that furnished by the Library is to be used without prior Library approval, excluding lap top computers, projectors and screens. The Room must be cleared of any such furniture and equipment, as well as any other items used (boxes, brochures, etc.) at the end of the meeting, unless permission to leave the materials has been secured in advance and in writing from the Director.

11. ADMISSIONS FEE

No admission fee for the event taking place in a Room, no matter how or where collected, may be charged by any group or individual using Library Rooms. It is understood that legitimate dues and membership fees do not constitute admission fees.

12. PROGRAM ATTENDEES BEHAVIOR

Programs may not disrupt the use of the Library by others. Persons attending the meetings are subject to all Library rules and regulations.

13. LIBRARY RIGHTS

For cause shown, the Library reserves the right to revoke permission to use any Room.

14. ENDORSEMENT

Permission to use a Room does not in any way constitute an endorsement by the Library staff or Board of the users or their beliefs.

15. PUBLICITY

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All news releases, publicity, or advertisements relating to any program or meeting held in any Room shall clearly state the name of the sponsoring organization or individual and shall not imply that the program or meeting is sponsored by the Library unless the Library has previously agreed in writing to co-sponsorship. At the Library's sole discretion programs may be placed on the Library's calendar/website and the Library may assist with publicity at its sole discretion.

16. REGISTRATION

Registration or sign-in may not be required or requested for attendance at meetings, except those sponsored by or co-sponsored by the Library. Registration information gathered by the Library will be used for event planning purposes only, and will not be used for future solicitations. Registration documents will be destroyed after each event.

17. RIGHT TO APPEAL

All applicants have the right to appeal the decisions of the Library Director to the Greenburgh Public Library Board of Trustees, in writing at 300 Tarrytown Road, Elmsford, NY 10523.

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ASSUMPTION OF LIABILITY STATEMENT

In consideration of the use of a Room, each organization agrees that:

- a. It will pay for all damage to any property of the Library and or the Town resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization, or any of its invitees; and
- b. It will save and hold harmless and indemnify the Library and the Town and their Boards, employees and agents from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with a meeting.

Applicant's Signature _____ Date _____

Applicant's Printed Name and Title _____

Organization _____

Room to be Used _____ Date and Time _____

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GREENBURGH PUBLIC LIBRARY
 300 Tarrytown Road, Elmsford, NY 10523.
 Telephone (914) 721-8221 Fax (914) 721-8201

MEETING ROOM APPLICATION		
Organization requesting use:		
Authorized Representative (PRINT NAME) & telephone number		
Organization Address		
Organization Phone		
Type of Function		
Room Requested		
Multipurpose Room _____ Conference Room _____		
Local History Room _____ Training Room _____		
Estimated Attendance:		
Date requested	Start Time:	End Time:
Alternate Date requested	Start Time	End Time:

STAFF USE ONLY

Received On	By (Staff Initials)	
Approved By:		
Approved Room: Multipurpose Room _____ Conference Room _____		
Local History Room _____ Training Room _____		
Notification On:	By (Staff Initials):	Notification Telephone Number:
Fee Total:	Fee Received On:	By (Staff Initials):
Liability Statement	Received On:	By (Staff Initials):

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FEE SCHEDULE

Applications will be reviewed and a decision made no later than five (5) business days after receipt of the application by the Library Administration Office. Notification is by telephone at the number provided by the authorized representative.

After notification of approved applications a check for all fees and the signed Assumption of Liability Statement must be received within ten (10) business days

Checks should be made out to the *Greenburgh Public Library*, and delivered to the Library Administration Office between 10:00 a.m. and 5:30 p.m. Monday to Friday.

Applicants who do not remit fees (if applicable) and/or the Assumption of Liability Statement within ten (10) business days will forfeit their reservation.

MULTIPURPOSE ROOM	501(C)(3) Organizations - \$100 for 4 hours, \$20 each additional hour All Other Organizations - \$200 for 4 hours. \$40 each additional hour
Hours of Use	
Piano (\$50)	
Microphones (\$15)	
Television & DVD (\$30)	
CONFERENCE ROOM	501(C)(3) Organizations - \$50 for 4 hours, \$20 each additional hour All Other Organizations - \$100 for 4 hours. \$40 each additional hour
Hours of Use	
LOCAL HISTORY ROOM	501(C)(3) Organizations - \$50 for 4 hours, \$20 each additional hour All Other Organizations - \$100 for 4 hours. \$40 each additional hour
Hours of Use	
TRAINING ROOM	501(C)(3) Organizations - \$100 for 4 hours, \$20 each additional hour All Other Organizations - \$200 for 4 hours. \$40 each additional hour
Hours of Use	
TOTAL DUE	

Library sponsored programs and organizations designated as exempt in Article III, section 1, are exempt from above fees.

Failure to comply with Library's policies may jeopardize future use of the meeting room.

This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.