

Approved November 2024  
Effective December 15, 2024

## **Bronxville Public Library Room Use Policy and Fees**

The primary purpose of the Library meeting rooms and exhibition spaces is for use by the Library for its own meetings, workspace needs, exhibitions and functions (“Library Purposes”). However, when such rooms are not being used for Library Purposes, the Library’s facilities will be made available to the public on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use. This policy is intended to align with the American Library Association’s policy on meeting rooms.

The Library’s facilities may be used for public informational or educational purposes only. Commercial activities, including but not limited to the sale of goods and services, are *not* permitted. The Library staff and Board of Trustees (the “Board”) will monitor the use of its facilities under this policy to assess the effect on Library functions, including the issue of physical “wear and tear” on the facilities and on the Library building in general. The Library staff and the Board reserve the right to reject any application or cancel any event that does not adhere to the Room Use Policy. The Board further reserves the right to reject any application by an individual or organization whose proposed meeting poses an imminent threat to public safety as determined by the Chief of Police of the Village of Bronxville in consultation with the Board. This policy, and the fees associated with it, are subject to periodic review and revision by the Board.

The Library has five spaces available for use by the public: the Yeager Room, the Board Room, the Little Gallery, the Library kitchen, and the Reading Garden. The use of the indoor spaces at the Library must conclude thirty minutes prior to the Library’s closing. The operating hours for the Library (“Operating Hours”) are as follows:

Monday, Wednesday and Friday: 9:30 am to 5:30 pm

Tuesday and Thursday\*: 1 pm to 9 pm

Saturday\*: 9:30 am to 5 pm

Sunday\*: 1 pm to 5 pm

\* Hours may vary during summer months.

Each of these spaces is described below, including information on capacity, availability, fees and manner of use.

**The Yeager Room** is located on the lower level of the Library and has a maximum capacity of 133 persons. Sixty-six of the seats are stationary stadium-style seats with an additional 67 fold-out chairs which can be added, if necessary, as well as four tables which can be placed in the front of the room. The room has audiovisual, videotaping and live cable-casting studio capabilities and a kitchen and piano

available for rental. The space is suitable for larger groups including, without limitation, governmental entities, non-profit organizations, co-op and condo annual meetings, art exhibitions, lectures and educational seminars and musical events. Non-profit fundraising activities are permitted, but commercial or for-profit organizations may reserve this space for public informational or educational purposes only. Admission fees may not be charged to attend an event at the Library. An individual's private party, reception or meeting may be allowed with the prior written approval of the Board (simple email to be sufficient). Food and drink are not permitted in the Yeager Room.

Fees for the use of this room vary. There will be no fee for the use of the Yeager Room for all Bronxville-based non-profit organizations assuming the event is open to the public and takes place during Operating Hours. Such organizations must be headquartered at an address which falls within the Village tax district. Should the meeting take place after Library hours, there will be a \$75 charge plus caretaker overtime and any equipment fees. In the event that the meeting is closed to the public, there will be a \$125 fee in addition to any caretaker overtime and any equipment fees. Caretaker overtime fees will be determined by the type of event, the number of people attending, equipment and set up required and the time of the event.

All other organizations will be charged (1) \$125 for room rental during Operating Hours or (2) \$175 plus caretaker overtime and any equipment fees for meetings held outside of Operating Hours. Should the organization request use of the audiovisual equipment (screen, projector, DVD player, powerpoint presentation) or the kitchen, there will be an additional \$30 charge. The piano rental is \$50 plus \$125 if a piano tune-up is requested. Rental of any of the Library's facilities covers a three-hour room rental period. For applicants who exceed this time period, there will be a charge of \$50 per each 15 minutes over the allotted time.

Videotaping of events must be arranged by the applicant at the applicant's expense. Live cable television broadcasting of events is subject to prior approval by the Library Director and/or Board and all arrangements must be made by the applicant. Photographs of the Library or Library events may not be taken or published without the prior review and permission of the Library Director and/or Library Board, except as provided by the New York State Open Meetings Law.

**The Board Room** is located on the lower level of the Library and can accommodate ten (10) people at a conference table. The space is suitable for book clubs and other small group activities. The Board Room is available only during the Operating Hours and meetings must conclude 30 minutes prior to the Library's scheduled closing.

For use by a group (defined as more than three people), the Board room must be reserved in advance and may be used for up to two (2) hours, with a limit of one reservation per month. Exceptions to this policy must be approved by the Board.

Individuals may sign up at the Reference Desk to use the Board Room. The room may be used for no more than two (2) hours at a time for a maximum of two (2) times per week. Registration is available on a first come, first served basis. However, priority is given to tutors after 2 pm on weekdays. Food and drinks and use of cell phones are not allowed in the Board Room. A fee of \$75 will be charged to for-profit entities for the use of the Board Room.

**The Little Gallery** is located on the lower level of the Library and can accommodate approximately 25 people. The space is suitable for receptions and casual gatherings. Food and drinks may be served. Alcohol may be served with prior Board approval in writing (simple email to be sufficient). Caterers and temporary liquor licenses must be arranged by the applicant, at the applicant's expense. As is the case with all Library facilities, there will be no charge for use by Bronxville-based non-profit organizations for meetings that are open to the public and take place during Operating Hours. Such organizations must be headquartered at an address which falls within the Village tax district. If meetings take place outside of Operating Hours, there will be a \$75 charge plus caretaker overtime fees. For all other organizations, there is a charge of \$100 or a charge of \$125 if a meeting is held outside of Operating Hours plus caretaker overtime fees.

**The Kitchen** is located on the lower level of the Library and is equipped with a sink, microwave, stove and refrigerator. Applicants must supply all food, drinks and paper goods. Food and food service supplies may be stored in the kitchen area no more than three (3) days prior to the event. The Library can supply silver service, coffee pots, assorted glass punch cups, tablecloths, serving trays and cleaning supplies. Applicants must return all items to the kitchen and leave kitchen and above supplies clean. The fee for the use of the Kitchen is \$30.

**Reading Garden** is located outside of the rear entrance of the Library and abuts Library Lane. Except for Library Purposes, The Reading Garden *cannot* be reserved for meetings or events during Operating Hours. During Operating Hours, the space is open to the public to read, reflect, work, and converse. Smoking is prohibited in the Reading Garden.

**Reservation Procedures:** Advance reservations for a meeting space are required and must be made with the Library's Administrative Assistant no earlier than three (3) months prior to the event and no later than one week prior to the date of the event. Telephone reservations must be confirmed in writing. Application forms are available on the Library website and at the Library. Applications may be delivered via mail to: Library Administrative Assistant, 201 Pondfield Rd., Bronxville, NY 10708 or by email at: Library Administrative Assistant@wlsmail.org, or by fax at 914-337-0332. Upon approval of the application, all application fees and deposits must be paid by a check made out to the "Bronxville Public Library" and paid in full no less than one week before the date of the event.

Reservations cover the event time only. If the space is required for "rehearsal time", a separate reservation must be made and the appropriate fee paid. Reservations will be accepted on a "first come, first served basis". The individual who signs the application (the "Applicant") must be at least 18 years of age and be in attendance when the meeting room is in use. The Applicant will be responsible for the conduct of the group, payment of the bills, and for protection of Library property in connection with the event. The Library shall be promptly reimbursed by the Applicant for any expense or damage resulting from the use of the facility.

In the case of cancellation, there shall be no refund of reservation fees unless the Library is given written notice of at least 72 hours prior to the starting time of the event. The only exception to this cancellation

policy is if the Library is forced to close because of inclement weather or other conditions outside of its control.

Programs and events must not disrupt the use of the Library by others. Individuals or groups presenting and attending programs and events are subject to all Library policies, rules and regulations. Failure to comply with Library policies, rules and regulations will result in denial of future use.

**Event Publicity** for all events, meetings and exhibitions is the applicant's responsibility. However, whenever possible, the Library will include notices of upcoming events on its biweekly events newsletter which is emailed to Library users. Publicity for all events held at the Library must clearly identify the sponsoring organization and must include the following language, prominently displayed: "Use of the meeting rooms does not imply endorsement, support or co-sponsorship by the Library staff or Board for the activities that take place in the meeting rooms or the beliefs or views of the group sponsoring the event." Telephone queries about the event may not be directed to the Library. Neither the name nor the address of the Bronxville Public Library may be used as the official address or headquarters of the sponsoring organization.

**Liability:** Applicants whose requests for room use are approved will be required to execute an Agreement providing:

1. That they will reimburse the Library for any damages or losses the Library incurs to its property (both real and personal), facilities and/or equipment arising out of the Applicant's use of the Library. Any damage, theft or injury must be reported promptly to the Library staff.
2. That they will indemnify and hold harmless the Bronxville Public Library, the Village of Bronxville and their respective Trustees, Mayor, public officers, officers, employees and volunteers (the "Indemnified Parties") against all liability, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorney fees and expenses) imposed upon or incurred by or asserted against any of the Indemnified Parties arising out of or relating to the Applicant's use of the Library property (both real and personal), equipment and/or facilities.

The Board reserves the right to require approved Applicants to provide to the Library a certificate evidencing that the Indemnified Parties have been named as Additional Insureds on the Applicant's insurance policy(ies) with coverages and amounts as determined by the Library.