

Updated October 2016

# Bronxville Public Library

## Room Use Policy & Fees

The Bronxville Library encourages the use of its public spaces for informational, educational, cultural, recreational and civic meetings and events.

### **YEAGER ROOM**

#### **Description:**

Located on the lower level, maximum capacity 133 persons. 66 stationary stadium style seats with additional chairs. Up to four tables with up to 25 folding chairs may be set up in front.

Contains state-of-the-art audiovisual, videotaping and live cable-casting studio capabilities.

Space is suitable for government, non-profit, community service or charitable group meetings; coop and condo annual meetings; art exhibitions; lectures and educational seminars; and musical events.

#### **Regulations:**

Commercial or for-profit organizations may reserve this space for public informational or public educational purposes only.

Individual's private parties, receptions or meetings, upon approval by the Library Board of Trustees.

Non-profit fundraising activities are permitted.

Food and drink is not permitted in the Yeager Room.

#### **Fees:**

Bronxville-Based Non-Profit Organizations (organization address must be within the one-square mile Village of Bronxville parameters.)

Event is open to the public and takes place during BPL operating hours: no charge for room rental. Equipment and/or caretaker overtime fees may apply.

Outside of Library hours: \$50 plus caretaker overtime and equipment fees.

Closed meetings or when an admission fee or contribution is required: \$100 plus caretaker overtime and equipment fees.

#### **All other organizations**

During operating hours: \$100. Equipment and/or caretaker overtime fees may apply.

Outside of Library hours: \$150 plus caretaker overtime and equipment fees.

**Yeager Room fees cover a three-hour room rental period.**

#### **Equipment Fees**

Piano: \$25 (additional \$100 tuning charge if requested)

Audiovisual equipment (screen, projector, DVD player, power point presentations): \$15

Kitchen: \$15 (see Kitchen Use below)

### **Overtime Fees**

The need for caretaker overtime fees is determined by the type of event, the number of people attending, equipment and set-up required, and the time of day the event will occur.

### **Videotaping:**

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 of the Bronxville Cable Committee and must be arranged directly applicant. Contact Peter North, 914-793-9357, email [pnpv99@optonline.net](mailto:pnpv99@optonline.net) for videotaping and live telecasting information and arrangements.

### **Photography:**

Photographs of the Library or events at the Library cannot be taken or published without the review and permission of the Director and/or the Chair of the Trustee Publicity Committee, except as provided by the New York State Open Meetings Law.

## **BOARD ROOM**

### **Description:**

Located on the lower level, seating for 10 at conference table.

Space is suitable for book clubs and other small group activities.

### **Regulations:**

The use of the Board Room is available during operating hours only and all activities must conclude 15 minutes before the Library's scheduled closing.

For use by a group (3 or more persons), the Board Room must be reserved in advance and can be used for up to two hours per booking, with a limit of two reservations per month. Exceptions may be approved by the Library Board of Trustees.

Individuals must sign in at the Reference Desk to use the Board Room. The room may be used for no more than two hours at a time for a maximum of two times per week. Registration is available on a first-come, first-served basis.

The Board Room may not be available if needed for Library programs or activities. Priority is given to tutors after 2pm on weekdays.

The Library's Policy for User Regulations applies, including no food, drink or talking on cell phones.

### **Fees:**

\$50 fee applies to for-profit entities and non-profit meetings that are closed to the public or that require admission fees or contributions.

## **LITTLE GALLERY**

### **Description:**

Located on the lower level center, standing room for approximately 25. Suitable for receptions and casual gatherings.

### **Regulations:**

Food and drink may be served, within reason.

Alcohol may be served only with prior Library Board approval. Caterers and temporary liquor licenses must be arranged by the applicant, at the applicant's expense.

### **Fees:**

Bronxville-Based Non-Profit Organizations (organization address must be within the one-square mile Village of Bronxville parameters.)

During operating hours and event is open to the public: no charge.

Outside of Library hours: \$50 plus caretaker overtime fees.

Closed meetings or when an admission fee or contribution is required: \$75

### **All other organizations**

During operating hours: \$75.

Outside of Library hours: \$100 plus caretaker overtime fees.

## **KITCHEN**

### **Description:**

Located on the lower level. Equipped with sink, microwave, stove, and refrigerator.

### **Regulations:**

Applicants must supply all food, drinks and paper goods.

Food and food service supplies may be stored in the kitchen no more than three days in advance of event.

The Library can supply silver service, coffee pots, assorted glass punch cups, table cloths, serving trays, and cleaning supplies.

Applicant must leave kitchen and above articles clean and tidy.

### **Fees:**

\$15

## **HOURS OF USE**

Operating hours for all meeting spaces are as follows:

Monday, Wednesday, Friday: 9:30a.m.-5:30p.m. (program/event must be over by 5:00p.m.)

Tuesday, Thursday\*: 1:00p.m.-9:00p.m. (program/event must be over by 8:30p.m.)

Saturday\*: 9:30a.m.-5:00p.m. (program/event must be over by 4:30p.m.)

Sunday\*: 1:00p.m.-5:00p.m. (program/event must be over by 4:30p.m.)

\*Hours of operation are different during the summer months.

Programs must end 30 minutes prior to closing and all persons associated with the program/event must have departed from the rented space 15 minutes prior to closing. If any activity relating to the program/event continues past this time, the charge will be \$25.

Room availability outside of operating hours is subject to the Library's ability to arrange appropriate staffing.

## **RESERVATION PROCEDURES**

Advance reservations for meeting spaces are required and must be made with the Library's Staff Assistant no earlier than 3 months and no later than one week prior to the date of the event. Telephone reservations must be confirmed in writing.

Events to be held 1) outside of regular Library hours, 2) which require substantial setup or 3) which will involve use of audiovisual or cable equipment should be scheduled as early as possible.

Application forms are available on the Library website, [www.bronxvillelibrary.org](http://www.bronxvillelibrary.org). and at the Library during regular Library hours.

Applications may be delivered via mail: Library Staff Assistant, 201 Pondfield Road, Bronxville, NY 10708; email: [jmeehan@wlsmail.org](mailto:jmeehan@wlsmail.org); or fax: 914-337-0332.

Upon approval of the application, all applicable fees and deposits must be paid by a check payable to the "Bronxville Public Library" and paid in full before the date of the event.

Reservations cover event presentation time only, and rooms will not be available for rehearsal time which removes them from public access. A group requesting rehearsal time will be obliged to make a separate room reservation and pay the appropriate fee.

Reservations will generally be accepted on a "first come, first served" basis. In the event of date conflicts, the priority for use of our meeting spaces for programs, events, and exhibits is given by the Library Director in the following order: 1) the Library; 2) Friends of the Bronxville Library; 3) Bronxville Village Government meetings; 4) educational, cultural and civic organizations based in the Village of Bronxville; 5) educational, cultural and civic organizations based outside of the Village of Bronxville; 6) all other groups.

The individual who signs the application must be at least 18 years of age and be in attendance when the meeting room is in use. S/he shall be responsible for the conduct of the group, payment of the bills, and for protection of Library property in connection with the meeting/event. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility.

## **NON-PERMISSABLE ACTIVITIES OR PROGRAMS**

Religious worship services

Partisan campaigning or political fundraising by any group or individual

Admission fees may not be charged

Smoking is not permitted in the Library at any time

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 may result in the denial of future use.

## **CANCELLATION**

There shall be no refund of reservation fees unless the Library is given at least 72 hours notice of cancellation or unless the Library is forced to close because of weather or other conditions.

## **PUBLICITY**

Publicity for all events, meetings and exhibitions is applicant's responsibility. However, when possible, the Library will include notices of upcoming events on its weekly events listing.

Use of the meeting rooms does not imply endorsement, support, or co-sponsorship by the Library for the activities that take place in the meeting rooms or the beliefs or views of the groups sponsoring the events.

Publicity for the events in the Library should clearly identify the sponsoring organization.

Telephone queries regarding the events may not be directed to the Library.

Neither the name nor address of the Bronxville Public Library may be used as the official address or headquarters.

## **LIABILITY**

The applicant is solely responsible for any and all damage or injury to Library property during the course of the event or meeting. Applicant is responsible for maintaining order during the event and for leaving Library spaces clean and orderly.

The Library, its employees, trustees, and the Village of Bronxville assume no responsibility for personal injury or theft or damage to personal property. Damage/theft and/or injury must be reported promptly to Library staff.

## **MISCELLANEOUS**

This policy is subject to periodic review and revision by the Library Board of Trustees.

In appropriate circumstances, exceptions may be authorized in advance by the Library Board of Trustees.

The Library Board of Trustees reserves the right, at its discretion, to review the use of the meeting rooms and exhibition spaces by any group or individual.

The Library Board reserves the right to change its fees without notice. The Board of Trustees of the Library reserves the right to reject any application without explanation.