

Room Fee Schedule: All Room Fees cover a three hour room rental period. Meetings that occur beyond the three hour period will incur a charge of \$50 an hour or part thereof.

	Yeager Room Regular Hrs.	Yeager Room Outside Regular Hrs.	Board Room Regular Hrs.	Burt Gallery Regular Hrs.	Burt Gallery Outside Regular Hrs.	Little Gallery Regular Hrs.	Kitchen
Non-profit, charitable groups, for programs attended by the general public.	No Charge*	\$200	No charge*	N/A	\$200	No charge*	No charge*
Commercial or for-profit organizations	\$100	\$200	\$50	N/A	\$200	\$75	\$25
Non-profit, charitable groups not open to the public, or open to the public at a donation or contribution	\$100	\$200	\$50	N/A	\$200	\$75	\$25
Bronxville Coop/Condo Annual Meetings	\$100	\$200	\$50	N/A	N/A	N/A	N/A
Art Exhibits (Monthly)	\$225	N/A	\$50	N/A	N/A	\$150	Included

*Room is free of charge to Non-profit, charitable groups for programs attended by the general public during hours that the Library is open to the public. If the program continues past the Library's regular closing time a \$50 an hour fee will apply.

Fees for all other events or wider use of the Library premises are to be negotiated on a separate basis with the Library Director and subject to Board approval.

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. Security Deposits will be returned if the event is cancelled.

Kitchen Usage:

- Applicants must supply all food 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 clothes, serving trays, and cleaning supplies
- Applicant must leave kitchen and above articles clean and tidy.

Publicity:

Publicity for all events is applicant's responsibility. However, when possible, the Library will include notices of upcoming public events and art exhibitions in Library publications, website and cable television notices and on the Library's notice board. Please supply flyers or posters for Library's approval and use.

Liability:

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

Miscellaneous:

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

- In appropriate circumstances, advance exceptions to this policy may be authorized 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.

Revised and approved by the Bronxville Library Board of Trustees, 5/13/2009.