

## **BRONXVILLE PUBLIC LIBRARY**

### **Room Use Policy**

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

**Facilities Available:**

- Yeager Community Room: Lower level, up to 124 seats plus front tables seating up to 9; maximum capacity 133 persons. The Yeager Community Room contains state-of-the-art audiovisual, videotaping and live cable-casting studio capabilities, most of which is operable remotely or from an adjoining control room
- Board Room: Lower level, seating for 16 (10 at conference table)
- Burt Gallery: Second floor center, standing room for approximately 40. Only available after hours, when other rooms are not available, or with the permission of the Director.
- The Little Gallery: Lower level center, standing room for approximately 20
- Kitchen: Lower level serving space, including stove, microwave, refrigerator and dishwasher.

**Reservation Eligibility:**

An organization applying for room use must have a Village of Bronxville business address. An individual sponsoring an organization based outside of Bronxville must have a Bronxville Library Card and the event must be open to the public. Regularly-scheduled meetings are permissible but may be subject to scheduling limits and additional fees; at the discretion of the Library Board.

The rooms are available for:

- Government, non-profit, community service or charitable groups.
- Commercial or for-profit organizations may reserve space for public informational or public educational purposes only.
- Private counseling, tutoring and other individual or small group sessions are permissible only if offered to clients free of charge.
- Bronxville-based coop and condo annual meetings.
- Book clubs and study groups
- Art exhibits

Within these parameters, the following rules apply:

- Events may be open to the public or closed to members only.
- Groups may charge admission fees or request admission donations.
- Non-profit fundraising activities are permitted
- Sale of merchandise or other items is permitted only by non-profit, community service, charitable organizations and incidental to a public program.
- Food and drink may be served, within reason, in the reserved rooms.
- Alcohol may be served only with prior Library Board approval and a temporary liquor license obtained by applicant.

**Non-Permissible Activities Or Programs:**

- Solicitation of names and addresses of attendees for business purposes, distribution of commercial literature or business cards, or sale or distribution of merchandise is prohibited.
- Religious sectarian meetings
- Partisan campaigning or political fundraising by any group or individual.
- Individuals' private parties, receptions or meetings
- Non-Bronxville-based organizations of any kind for events which are not open to the public.

**Smoking:**

Smoking is not permitted in the Library at any time.

**Hours of Use:**

- Facilities are available for meetings during the following hours:  
Weekdays between the hours of 7:30 a.m. and 10 p.m.  
Saturdays between the hours of 9:30 a.m. and 10 p.m.  
Sundays between the hours of 12 noon and 9 p.m.
- Room availability outside of Library hours is subject to Library's ability to arrange appropriate staffing. The cost of this staffing is reflected in the fee schedule.

**Reservation Applications:**

- Advance reservations are required and must be made with the Library's Business Manager 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 Business Office during regular Library hours.
- Applications should be delivered or mailed to the Library's Business Manager and must be accompanied by a check payable to the "Bronxville Public Library" for all applicable fees and deposits.
- 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 following priorities shall apply to such bookings:
  1. Bronxville Library-sponsored events
  2. Friends of the Bronxville Library-sponsored events
  3. Bronxville Village government meetings
  4. Bronxville School Board of Education-sponsored events
  5. Bronxville PTA-sponsored events, including council meetings
  6. Other non-profit-sponsored public events
  7. All other event.

Note: It may be necessary to limit the total number of events scheduled by a single applicant in categories 5 through 7 in a given year.

**Security Deposits:**

- Fees for use of audiovisual and cable equipment are included in the room rates.
- Security deposits may be required for use of certain equipment and/or to cover applicant's responsibility for damage and cleanup.
- Hearing-impaired amplification equipment will be made available to individuals upon request in exchange for deposit of driver's license, major credit card or other approved item.

**Fees For Special Services:**

- Videotaping of events must be arranged by the applicant, at applicant's expense. Live cable television broadcasting of events is subject to prior approval of the Bronxville Cable Committee and must be arranged directly by applicant. Contact Peter North, 793-9357, for videotaping and live telecasting information and arrangements.
- The Yamaha piano, owned by the Library, is tuned every three months. If the applicant requests event-related tuning, it must be arranged by the applicant, at the applicant's expense. The Library can recommend its own piano tuner.
- Caterers and temporary liquor licenses must be arranged by the applicant, at the applicant's expense.

**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.

# THE BRONXVILLE PUBLIC LIBRARY

## APPLICATION FOR ROOM USE

(Submit to Business Manager, 201 Pondfield Road, 337-7680, or fax to 337-0332)

### APPLICANT INFORMATION

Applicant or Organization Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Bronxville Library Card No: \_\_\_\_\_

**Sponsor Info: (required for nonresidents)**

Name: \_\_\_\_\_

Bronxville Library Card No: \_\_\_\_\_

### TYPE OF ORGANIZATION: (please check one)

### ROOM REQUESTED:

- Library or Friends  
 Bronxville School  
 Commercial  
 Other (please describe) \_\_\_\_\_
- Bronxville Gov't  
 Non-Profit or Charitable  
 Art Exhibit

- Yeager Room  Board Room  
 Burt Gallery  Little Gallery  
 Kitchen

### EVENT DETAILS

Description of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

\_\_\_\_\_

Refreshments:  Yes  No

Date of Event: \_\_\_\_\_ Size of Audience: \_\_\_\_\_

### FEES

**A check payable to the Bronxville Public Library for the applicable fee (listed in the Room Fee Schedule) must be submitted with this application. A security deposit of up to \$500.00 may be required to cover applicant's responsibility for damage and cleanup.**

Attached is a check in the amount of \$ \_\_\_\_\_

**Cancellation:** There will be no refunds of fees unless the Library is given a minimum of 72 hours notice, or unless the Library is forced to close because of weather or other conditions.

### APPLICANT'S RESPONSIBILITIES

The applicant signature certifies that they have received and read the Room Use Policy and agree to comply to it.

#### Acknowledged:

#### Approved by Library:

\_\_\_\_\_  
Name of Organization [print]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature & Title - Authorized Organization Representative

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

**Security Deposit Required: \$** \_\_\_\_\_