



Putnam Valley Library

Use of Meeting Room Policy

Adopted by Board on December 20, 2004

Revisions adopted on July 17, 2006

Revision August 25, 2006 re children's parties

I. Purpose

The Library Meeting Rooms are for meeting or programs of an educational, philanthropic, cultural, recreational or civic nature where a diversity of viewpoints is permitted, and for other functions, which, in the judgment of the Board of Trustees, will benefit the residents of the community.

II. Statement of Policy/Principles

A. Use of the facilities for Library, Library-affiliated or Library-sponsored/co-sponsored meetings or programs shall have priority over all other requests. Thereafter, requests are considered in the following order:

1. Federal, State, County and Town governments and their agencies.
2. All other uses are on a first come, first served basis.

B. Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the group or organization; its activities; or of the ideas and opinions expressed during the course of meetings or programs held at the Library.

C. The use of the name, address or telephone number of the Putnam Valley Library as the address or headquarters for any group or organization using the Library for meeting purposes is prohibited. Publicity generated by a group may recite the Library name, address only. Any other mention requires the express written approval of the Library Director.

III. Definition of Non-Profit and Individual Use

Non-Profit: An incorporated, established organization, with a 501(c)3 status, which exists for educational or charitable reasons, and from which its shareholders or trustees do not benefit financially. Also called Not-for-Profit Organizations.

Individual or Group Use: Individual parties (recitals, family gatherings) or Group Meetings held on a one time or on an occasional basis.

IV. Application and Cancellations

A. Application Form and Procedure:

- Reservations are made with Director of Library by submission and approval of Meeting Room Reservation Form.
- Proof of Liability Insurance must be submitted with application and fee by the person reserving the room. Applicants not covered by insurance must sign the provided indemnification form.
- The person signing the Reservation Form must be over 21 years of age or older and be in attendance when the Community Room or Small Meeting Room is in use. The person shall be responsible for the conduct of their group (*see Guidelines for Room Rentals, p. 4, concerning alcohol*) payment of bills and for protection of library property in connection with the meeting.
- All persons or groups renting the Community Room shall deposit the security, as per the fee schedule, in addition to any rental fee.
- One-day events may be booked 90 days in advance.
- Organizations may call 30 days in advance to reserve space and provide proof of insurance.
- Library cannot guarantee the space for regular meetings.
- No group may transfer use of room to another group.
- Submission of application does not constitute approval. The applicant will be contacted by the Library Director or his/her agent if use of the room is approved. Permission to use the room does not constitute library endorsement of the user's policies or beliefs.

B. Cancellations

- Library reserves the right to cancel any reservation of the Community Room or Small Meeting Room.
- Cancellation of reservations for meetings is required 5-7 days in advance with deposit return. Cancellation of Parties/Dinners/Dances/Fundraisers is required 30 days of event with full deposit return.
- The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies. Inquiries should be made by calling the Library. In case of closures initiated by the library, fees will be refunded.

V. Children's Programs and Event Rentals: (including Children's Parties)

A. Child Supervision:

- Groups of children attending a program, meeting, or event, comprised primarily of people under the age of 21, must be supervised by one adult for every ten children at all times.
- Parents of children (11 years old and younger) must attend any meeting, program, or event at which their child is present and, must remain in the Library building for the duration of the meeting or program and retrieve their child immediately at the conclusion of the event. This provision also applies to any adult who may bring the children of friends or relatives, etc. to a meeting, program or event. (*See Unattended Child's Policy*)

VI. Guidelines for Room Rentals

- A. Room Capacity:** Attendance at any function may not exceed the room capacity of 105 people in the Community Room, and 18 people in the Small Meeting Room.
- B. Parking:** We have adequate parking for normal library usage and small meetings held at the same time. Considerations should be given to car pooling when your organization may be bringing a large number of people to the Library for a special event. All parking must be in the parking lot.
- C. Loitering** is prohibited in outside areas around the library after an event.
- D. Rental hours for Small Meeting Room** can only be used during library hours.
- E. Rental Hours for Community Room** (see fee schedule)
- F. Check-Out Time and Cleaning Procedures for Community Room:**
 - Events and clean-up must be concluded no later than midnight. All furniture must be left neat and orderly. Any furniture that was moved must be restored to its original configuration (*see table configuration map*). All kitchen utensils and supplies should be put back into its place neatly and orderly. (see Kitchen Check List)
 - All garbage must be bagged and placed in the dumpster outside the Library. Fresh garbage bags should be inserted before leaving (bag provided).
 - All cleaning and removal of decorations shall be done immediately after the event and shall not be done the next day.
 - The deposit shall be held by the Library until the Room has been inspected and found clean and undamaged. Allow 2 weeks for deposit reimbursement.
 - Any repair or cleaning that may be required as a result of the rental shall be deducted from the security deposit. If the Library is not satisfied with the cleaning done by the renter, the cost of cleaning, at the rate of \$80 per hour, will be assessed against the deposit.

- All lights should be turned off when leaving, with the exception of outdoor porch lights.
 - Key should be left in the provided envelope and left in the book drop in the front of the building.
- G. **Personal Property:** The Library shall not be held responsible for the security of property owned by an individual or group using meeting rooms.
- H. **Community Room Exhibitions:** Art or other exhibits on display in the Community Room must not be moved.
- I. **Room Preparation and Decorating:**
- Nothing may be attached to the walls, ceilings, doors or furniture in either meeting room (tape, nails, tack, or staples).
 - No signs, posters, displays, etc. promoting a meeting or organization or group may be placed anywhere in the Library or on its premises.
 - The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the organization or group. Deposit will be applied to the cost of repair of any damage to the room.
 - All preparations should be made the day of the event. If room is available, decorations may be set up the day before with proper insurance.
 - Community Room renters or their guests may not enter the public library area after hours. The doors are alarmed and opening doors will result in a security check by the Sheriff's Department.
- J. **Advertising:** For non-library related/sponsored programs, any materials advertising a program to be held in the meeting rooms must make it clear that the Putnam Valley Library is not a sponsor.
- K. **Alcoholic Beverages:**
- No one under the age of 21 may have or consume any alcoholic beverage on the premises even with the consent of his/her parent guardian.
 - No alcohol may be sold in the meeting rooms.
 - Anyone disobeying the State or Local laws concerning alcohol, or other controlled substances, will be barred from future use of the building, either as a renter or as a guest; and runs the risk of arrest.
 - It is incumbent upon the person responsible for the rental to see that no person becomes inebriated or leaves to drive a car if it is determined that they are unfit to drive.
- L. **Music and Noise in the Community Room:** must be lowered by 10:00pm or in accordance with all State and Local ordinances. Music or noise should not disturb library patrons when the Library is open.
- M. **Food Preparation and Kitchen Use:**
- Community Room: see the *Kitchen Supply list provided*.

- Community Room: The kitchen range and microwave may be used only to warm food. No cooking is allowed.
- Small Meeting Room: Eating and serving of food is prohibited

N. **Smoking:** Smoking on premises is prohibited

O. **Heating and Air-conditioning:**

- Do not touch the thermostats that control the heat and air conditioning.
- Please inform the Library immediately if any malfunctions of utilities or equipment which you encounter during the use of the facilities. **Please use the emergency numbers provided.**

P. **Animals:** No pets, other than Helper Dogs, are allowed, unless it is a Library sponsored program.

Q. **Storage:** The Library does not provide storage space for any organization or group for any reason, unless approved by the Board.

VII. Fee Schedule

- Full payment and Security Deposit due upon submission of rental application.
- Cancellation: Fee of \$150. applies to cancellations within 30 days of event. **
- A Security Deposit is required. After the room has been inspected, a reimbursement check will be issued. Please allow two weeks for reimbursement.
- Rental cannot be sublet to another individual or organization.
- Members of the Friends of The Library receive a 10% discount on all rentals

<p style="text-align: center;">Small Meeting Room</p> <p>Non-Profit Organizations (or other qualifying groups)*</p> <p style="text-align: center;">Meetings</p>	<p style="text-align: center;">Community Room</p> <p>Non-Profit Organizations (or other qualifying groups)*</p> <p style="text-align: center;">Meetings</p>	<p style="text-align: center;">Community Room</p> <p><i>Non-profits and Profits</i></p> <p style="text-align: center;">Parties/ Dinners/ Dances/ Fundraisers</p>	<p style="text-align: center;">Both Meeting Rooms</p> <p style="text-align: center;">Private Meetings/ Seminars/ Workshops/ Classes*</p>
<p style="text-align: center;">Free</p> <p>2 hour rental</p> <p>Hours available: during Library hours</p>	<p style="text-align: center;">Free</p> <p>4 hour rental</p> <p>Hours available: during Library hours</p> <p><i>\$50. surcharge before or after Library hours</i></p>	<p style="text-align: center;">\$250 with use of kitchen</p> <p>5 hour rental</p> <p style="text-align: center;">Discounted rate for Children's Parties:</p> <p>Weekday, during library hours only</p> <p style="text-align: center;">\$50</p>	<p style="text-align: center;">From \$50*</p> <p>2 hour rental Additional hours will be pro-rated at \$25/hour</p> <p>Fees may be higher for corporate entities and groups of 50 or more. Actual fee will be determined upon board approval of rental application.</p> <p>Hours available: during Library hours</p> <p><i>\$50. surcharge before or after Library hours if using the Community Room</i></p> <p><i>Small Meeting Room is available during Library hours, 2 hour limit only</i></p>
<p style="text-align: center;">Security Deposit</p> <p style="text-align: center;">n/a</p>	<p style="text-align: center;">Security Deposit</p> <p style="text-align: center;">\$75**</p>	<p style="text-align: center;">Security Deposit</p> <p style="text-align: center;">\$150**</p>	<p style="text-align: center;">Security Deposit Starting at \$75</p> <p><i>Actual deposit to be determined at booking</i></p>

**Under the discretion of the PV Library Board of Trustees*

Check Out List

Putnam Valley Library's Community Room

All renters must do a line by line check-out before depositing the key into the Library's book drop no later than midnight. The key should be placed in the provided envelope before depositing into book drop.

- Tables and chairs have been cleaned and returned to its original configuration (*see diagram on wall*).
 - Floors have been swept (if needed).
 - Decorations have been removed from room.
 - Garbage has been bagged and placed into dumpster outside the Library.
 - Fresh garbage bags have been inserted into garbage receptacles.
 - Bathrooms have been left clean and tidy.
 - Kitchen has been left clean and tidy.
 - Cart has been cleaned and returned to its original location.
 - Stove and oven have been turned off.
 - Kitchen sink has been cleaned and wiped down.
 - Refrigerator has been emptied of food, wiped down, turned off and door propped open.
 - Lights have been shut off (*see notation on light switch panel*).
 - Sliding door and kitchen windows have been closed and locked.
 - Side patio door has been closed tightly.
 - Key has been returned into book drop. Use provided envelope.
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