

## **KATONAH VILLAGE LIBRARY MEETING ROOMS POLICY STATEMENT OF POLICY**

The meeting rooms of the Katonah Village Library are available for use by community not-for-profit organizations for informational, cultural, recreational and civic meetings. Commercial organizations may use the rooms for free presentations open to the public. Use by commercial organizations for events not open to the public or for which a fee will be charged requires prior approval. No collections, tuition, sales (except for regular club dues) or other money raising activities may be attached to the meeting rooms unless approved by the Board of Trustees. Groups may charge attendees for the actual cost of the program (or accept voluntary donations for a charitable cause). Religious organizations may not hold worship services in the meeting rooms. The Trustees may, at their discretion, grant permission for use to local established political groups.

Priority for the rooms' use is given in the following order. Programs and events sponsored by:

- (1) the Library
- (2) the Katonah Village Improvement Society
- (3) the government of the Town of Bedford
- (4) the Katonah Historical Museum
- (5) not-for-profit organizations based in the Town of Bedford
- (6) not-for-profit organizations based outside the Town of Bedford and commercial organizations

The Library Board of Trustees reserves the right to pass upon all applications for the use of the rooms, and may impose such added restrictions as it may judge appropriate for a particular program or use. The Board may cancel any permit when it is deemed to be in the interest of the Library to do so. Failure to observe regulations governing the use of the meeting rooms may result in denial of use in the future. Permission to use the meeting rooms does not constitute Library endorsement of the policies, beliefs or goals of the program sponsor, nor shall any advertisement or publicity indicate or give the impression of endorsement or sponsorship by the Library without approval of the Board of Directors.

### APPLICATION FOR USE

Application must be made in writing on forms available at the Library, signed by an adult representative of the applicant organization, and submitted to the Library not earlier than one year nor later than two weeks prior to the meeting. Certificates of insurance naming KVL as an additional insured may be required at the discretion of the Board of Trustees.

In an effort to keep the meeting rooms and kitchen free of carpet stains, broken equipment, etc., a refundable deposit of \$200.00 must be submitted by all meeting room users. The condition of the room will be determined on the day after the program/meeting. Upon finding the room in good condition, the deposit will be returned to the user within one week after the program/meeting.

Any publicity shall be at the discretion of the Director and/or the Board of Trustees. The material for this publicity must be received at least five weeks prior to the event.

Confirmation will be mailed. Signing of the application binds the user to acceptance of full responsibility for compliance with these regulations.

All fees for the rooms must be paid no later than three weeks prior to use. Fees will not be refunded if the program is canceled less than three weeks before the scheduled event. If certificate(s) of insurance have been required, a copy of such certificate(s) must be provided at the time the fees for the rooms are paid.

Application for use minors (under eighteen) must be sponsored and signed by an adult who assumes full responsibility. Minors must be supervised by one adult for each ten minors.

#### RESPONSIBILITY FOR USE:

- It is the responsibility of the sponsoring group/organization to ensure that the meeting room is suitable for the activity taking place and to make the meeting room safe for the activity.
- Audiences may not exceed the legal limit for rooms.
- Smoking is not permitted anywhere in the building.
- Alcohol shall not be served unless specifically approved by the Director or the Board of Trustees
- Users of meeting rooms may not disrupt normal library service or interrupt regular duties of the staff.
- The building must be vacated by 10:00 p.m.
- Objects on display in the rooms may not be moved or disturbed in any way.
- Users may accept donations or admission fees for programs only by express permission of the Director or the Library Board of Trustees.
- If the Library closes in an emergency or for bad weather, all scheduled programs will be automatically canceled and fees refunded, or programs rescheduled.
- Kitchen facilities are limited to the preparation of simple refreshments. Renters must supply all cloths, utensils, paper goods and food. Kitchen must be left clean and trash bagged for removal. Please help us preserve our carpeting by blotting spills as soon as they occur.
- The Library will not store equipment belonging to renters nor supply porter service.

#### EQUIPMENT:

- Use of the piano must be applied for. The piano is tuned two or three times per year. Any other required tuning will be arranged by the Library at the expense of the renter.
- The Library supplies only chairs, tables, lectern, AV screen, a 55-cup coffeepot and a large pot for hot water for tea.
- The sponsoring group/organization will be responsible for the provision of any specific non-facility ADA required accommodations (e.g. facilities for the hearing impaired).
- The Library has available for use upon application:
- The piano, digital projector and portable microphone.