



Katonah Village Library Meeting Room Rules

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 also 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 by the director. No collections, tuitions, sales (except for regular club dues) or other money-raising activities may be attached to the meeting room 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 services in the meeting rooms. Political groups may not sponsor campaign events, or distribute party related material. The Library's programming and event schedule takes precedence over all other events.

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 of use. The Board may cancel any permit when it is deemed to be in the interest of the Library to do so. No organization which has discriminatory policies and/or practices in regard to sex, race, ethnicity, or creed, shall be allowed to use the Library meeting rooms. Failure to observe regulations governing the use of the meeting room may result in the 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. The Library reserves the right to close in the event of inclement weather or other unexpected emergency. Renters can access closing information by visiting our website or calling the Library.

Application for Use

Application must be made in writing on form attached, 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 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. Payment for Use: a. All payments for use of facilities shall be made by check, payable to Katonah Village Library and brought to or sent to: Katonah Village Library 26 Bedford Road Katonah, NY 10536, Event Planning

Conduct and Compliance

- Organizations will be responsible for any damage incurred in the meeting rooms during their designated time slot.
- Organizations sponsoring events at the Library shall not indicate or infer endorsement, sponsorship, or affiliation by the Library.
- Promotional banners and signage are not permitted unless pre-approved by the director.
- Organizations providing food must use their own dishes and cutlery.
- Smoking is prohibited on Library property.
- Use of illegal or controlled substances, disorderly conduct, and willful destruction of property are forbidden. Violators will be prosecuted in accordance with the law. Failure on the part of any group to enforce these regulations shall be considered sufficient cause by the Library to refuse further use of the facilities.

Custodial Services

Custodial services will include unlocking and locking the building, operation of lights, setting up seating and room arrangements, and normal clean-up. It is not the duty of the custodian to supervise groups or to maintain order or to set up, remove or transport personal equipment and supplies or provide audio visual assistance. (If technology services are needed, a media and audio-visual technology staff member will be assigned to fulfill tasks required for the event.)