Policy for Public Use of Library Facilities

Policy for Public Use of Library Facilities:
To further this mission, The Rye Free Reading Room's building and grounds are maintained to provide library service to residents and other members of the Rye Community. The Board of Trustees makes them available to the community for uses that will enhance the library's role as an essential community resource. Programs scheduled in the library's facilities shall not impede the delivery of regular public library service.

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 endorsement or sponsorship by the Library without prior approval of the Board of Trustees or its Designee, the Library Director.

The Library Board of Trustees reserves the right to approve or disapprove each application for the use of its facilities. It may impose such restrictions it judges appropriate for a particular program or use.

The Library Director shall be authorized to implement procedures for the use of library facilities consistent with this Board-approved policy.

The Board may cancel any planned event 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.

1. Facilities are scheduled on a first-come, first-served basis and are available at the sole discretion of the Board of Trustees of the Rye Free Reading Room or its Designee.
2. Library activities and those the library jointly sponsors with other organizations will have first priority in scheduling. Where possible, scheduling preference will be given to applicants based in Rye.
3. Library facilities may be made available to non-library organizations for the pursuit of social, cultural, educational, recreational and non-partisan political activities. Religious organizations are eligible to schedule meetings but they may not hold worship or instructional services at the library.
4. Unless approved by the Director, use of Library meeting facilities by an individual or organization shall not exceed five times per year

Application Process

1. Applications for use of the library's facilities when the library is not open to the public must be signed by the President or authorized officer of the organization or business requesting use of the facility. If applicant is an individual, (s)he must agree to be financially responsible for the event and library facility. If the applicant is a youth group or organization, a responsible adult over the age of 18 years must co- sign application.

2. Room-use fees should be paid at the time the application is approved but no later than one week prior to the program/event.

3. Applicant must agree to have an authorized adult representative in attendance who shall supervise all persons upon the premises to ensure that the event is conducted in a safe and orderly manner and that none engage in unlawful or improper conduct.

4. Applicant must agree to accept full responsibility for the facilities and to comply with all regulations governing its use. This binds the applicant and organization, if any, to hold harmless, defend and indemnify the Rye Free Reading Room from and against any and all claims of injury, death and/or property loss or damage arising from any condition of the premises, or any acts or omissions of the applicant or organization or others in connection with the program or event.

5. The Library reserves the right to require insurance for an event.

6. The applicant is liable for any damage done to the premises, its furnishings or equipment.

7. The Library may require applicants who will use the meeting room's audio visual facilities to deposit a check for $500 as a security deposit, to be returned after the event if there is no damage.

Requirements for Facilities Use:

1. There will be no smoking; an applicant who wishes to serve alcohol must obtain prior approval by the library and must provide the library with a copy of the proper permit if it will be sold.
2. Applicant must provide all supplies, food, paper goods and service utensils, other than items included on equipment list.
3. Existing exhibitions displayed in the Meeting Room will be closed to the public when it has been reserved for a program. Objects on display may not be moved or disturbed.
4. The applicant must restore the premises to their original condition immediately after they have been used with all trash bagged for removal.
5. Program publicity is the applicant's responsibility, though the Library may include program notices in its regular publication and on its website. Inclusion of non-library programs in library publications and on the library website is strictly at the discretion of the Library.
6. In case of emergency building closure, the program will be cancelled and the applicant will be offered the opportunity to reschedule or to have room fees refunded.

Applicant Categories:

1. Nonprofit users who pay no rental fees or personnel costs for events open to the public at no cost to attendees and that take place when the library is open.

2. Nonprofit users who pay no rental fee but who pay excess personnel costs for events that take place when the library is closed

3. Users who pay a rental fee and excess personnel costs for
   a. Regularly scheduled member/board meetings of local nonprofit organizations that are not open to the public
   b. Meetings open to the public with a fee charged for attendance
   c. Private events and/or meetings

Applicant will be charged for equipment not already installed in the library rented for his/her use.

Fees for Room Use:

Donors to the library may qualify to use the library's facilities at no rental cost as authorized by the Board's Designee.

The Library will charge excess personnel costs for events that require additional staff for:
1. Audio visual support
2. Assistance with event held when the library is not open to the public
3. Special room set-up or custodial services before or after the event.

Fee Categories – Community Meeting Room
1. Free public events
    a. Cosponsored by the library or hosted by donors
        (1) No fee
        (2) Hourly personnel rate - $40/hour
2. Events for which attendees are charged an entry/program fee
        (1) Fee - $150/3-hour period
        (2) Hourly personnel rate - $40/hour
3. Private events
    a. Presented by non-profit organizations
        (1) Fee - $150/3-hour period
        (2) Hourly personnel rate - $40/3-hour period minimum
    b. Presented by business, professional or other for-profit Organizations
        (1) Fee - $250/3-hour period
        (2) Hourly personnel rate - $40/3-hour period minimum
    c. Private social events – fees to be negotiated

Fee Categories – Ogden Nash Room (2nd floor)

1. Free public events
    a. Cosponsored by the library or hosted by donors
        (1) No fee
        (2) Hourly personnel rate - $40/hour
2. Events for which attendees are charged an entry/program fee
        (1) Fee - $75/3-hour period
        (2) Hourly personnel rate - $40/hour
3. Private events
    a. Presented by non-profit organizations
        (1) Fee - $75/3-hour period
        (2) Hourly personnel rate - $40/3-hour period minimum
    b. Presented by business, professional or other for-profit Organizations
        (1) Fee - $125/3-hour period
        (2) Hourly personnel rate - $40/3-hour period minimum
    c. Private social events – fees to be negotiated

Meeting Room Facilities Available:
Meeting Room
Capacity:
80 seated at 10 tables
113 audience seating
100 reception

Equipment:
10 tables 3' X 6'
113 stacking chairs Projection Video VCR
DVD
Cable Television
Computer/Internet cable
Data connections
HP laptop computer
Audiocassette player
Microphones and sound system
Wireless lavalier microphone
Microphones on (2) table or (1) floor stand
Lectern

Pantry with refrigerator and microwave oven
Coffee pot (55 cup)

Ogden Nash Room
Capacity:
8 seated at 3 tables

Equipment:
3 stationary tables 3' x 3'
8 chairs
Flat screen monitor
Computer/Internet/Wireless connection

The Library does not have a dedicated parking lot. Parking for programs is limited to neighboring community parking lots.

Schedule of Availability
1. Meeting Room
Weekdays 7:30 a.m. – 11 p.m.
Saturday 9:00 a.m. – 11 p.m.
Sunday 12 noon – 9 p.m.

2. Ogden Nash Room
Monday, Tuesday, Wednesday, Thursday, Friday 9:30 to 5:30 pm
Saturday 10 am to 5 pm

Approved by the Board of Trustees, December 15, 2014