

## **Policy for the Public Use of Library Facilities**

The Rye Free Reading Room provides library service to residents and other members of the Rye Community, in part through the use of the library building and grounds. This public use policy outlines how community organizations or individuals may use those library spaces.

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

Permission to use the meeting rooms does not constitute endorsement of the policies, beliefs or goals of the program sponsor, nor shall any advertisement or publicity indicate endorsement or sponsorship by the Board of Trustees or staff of the Rye Free Reading Room

The Director or the Director's designee reserves the right to approve or disapprove each application for the use of the facilities, and may impose such restrictions as judged appropriate for a particular program or use.

The Director or the Director's designee may cancel any planned event when it is deemed to be in the interest of the Rye Free Reading Room to do so. Failure to observe regulations governing the use of the meeting rooms may result in denial of use in the future.

### Space Use Regulations and Requirements

- Facilities are scheduled on a first-come, first-served basis and are available at the sole discretion of the Director or the Director's designee.
- 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.
- 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.
- Unless approved by the Director or the director's designee, use of Library meeting facilities by an individual or organization shall not exceed five times per year.
- Reservations may be made up to 6 months in advance.
- No program shall be permitted which poses the imminent threat of public unrest or violence. No program shall be permitted that endangers patrons, staff, facilities, or otherwise materially interferes with operations of the Rye Free Reading Room.
- There will be no smoking or use of smokeless tobacco products; 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.
- Applicant must provide all supplies, food, paper goods and service utensils, other than items included on equipment list.
- 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.
- The applicant must restore the premises to their original condition immediately after they have been used with all trash bagged for removal.
- 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 Director or the Director's designee.
- 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.
- All displays and brochures for the meeting will be contained within the meeting room. No displays except directional signs will be allowed in the public area of the Rye Free Reading Room.

- Any furniture, equipment, or materials (collectively, “Additional Equipment”), brought into the building for the applicant’s program is the responsibility of the applicant and must have prior approval of the Library Director or designee. The Library assumes no responsibility whatsoever for any property placed in the Library in connection with the applicant's program. The applicant agrees to indemnify, defend, and hold harmless the Library, its Trustees, employees and volunteers from any and all liability for any loss, injury or damage to persons or property which may be sustained during or by reason of a program or the Additional Equipment used during the program held on the Library’s premises.

Applicant Categories:

- 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.
- Nonprofit users who pay no rental fee but who pay excess personnel costs for events that take place when the library is closed
- Users who pay a rental fee and excess personnel costs for
  - Regularly scheduled member/board meetings of local nonprofit organizations that are not open to the public
  - Meetings open to the public with a fee charged for attendance
  - Private events and/or meetings

### Application Process

1. An application must be made in writing on the official application form and submitted.
  - a. 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, they 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.
  - b. 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.
  - c. 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.
2. A "reserved" date may be established over the phone or via e-mail prior to application submission, but the date is not final until the application form is received and approved by the appropriate Library staff.
3. In the event that the program must be cancelled, please notify the Library in a timely manner.
4. Room-use fees should be paid at the time the application is approved but no later than one week prior to the program/event.
5. The applicant is liable for any damage done to the premises, its furnishings or equipment.
6. The Rye Free Reading Room 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.
7. The Rye Free Reading Room reserves the right to require insurance for an event.

### Fees for Room Use:

Donors to the library may qualify to use the library's facilities at no rental cost as authorized by the Director or the Director'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

- Free public events
  - Cosponsored by the library or hosted by donors
    - (1) No fee
    - (2) Hourly personnel rate - \$50/hour
- Events for which attendees are charged an entry/program fee
  - (1) Fee - \$200/3-hour period
  - (2) Hourly personnel rate - \$50/hour
- Private events
  - Presented by non-profit organizations
    - (1) Fee - \$200/3-hour period
    - (2) Hourly personnel rate - \$50/3-hour period minimum
  - Presented by business, professional or other for-profit organizations
    - (1) Fee - \$350/3-hour period
    - (2) Hourly personnel rate - \$50/3-hour period minimum
  - Private social events – fees to be negotiated

#### Fee Categories – Local History Room (2nd floor)

- Free public events
  - Cosponsored by the library or hosted by donors
    - (1) No fee
    - (2) Hourly personnel rate - \$50/hour
- Events for which attendees are charged an entry/program fee
  - (1) Fee - \$100/3-hour period
  - (2) Hourly personnel rate - \$50/hour
- Private events
  - Presented by non-profit organizations
    - (1) Fee - \$100/3-hour period
    - (2) Hourly personnel rate - \$50/3-hour period minimum
  - Presented by business, professional or other for-profit Organizations
    - (1) Fee - \$250/3-hour period
    - (2) Hourly personnel rate - \$50/3-hour period minimum
  - Private social events – fees to be negotiated

#### Fee Categories – Ogden Nash Room (2nd floor)

- Free public events
    - Cosponsored by the library or hosted by donors
      - (1) No fee
      - (2) Hourly personnel rate - \$50/hour
  - Events for which attendees are charged an entry/program fee
    - (1) Fee - \$100/3-hour period
    - (2) Hourly personnel rate - \$50/hour
  - Private events
    - Presented by non-profit organizations
      - (1) Fee - \$100/3-hour period
      - (2) Hourly personnel rate - \$50/3-hour period minimum
    - Presented by business, professional or other for-profit Organizations
      - (1) Fee - \$250/3-hour period
      - (2) Hourly personnel rate - \$50/3-hour period minimum
    - Private social events – fees to be negotiated
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### Fee Categories – Stadium Seating (1st floor)

- Free public events
  - Cosponsored by the library or hosted by donors
    - (1) No fee
    - (2) Hourly personnel rate - \$50/hour
- Events for which attendees are charged an entry/program fee
  - (1) Fee - \$100/3-hour period
  - (2) Hourly personnel rate - \$50/hour
- Private events
  - Presented by non-profit organizations
    - (1) Fee - \$100/3-hour period
    - (2) Hourly personnel rate - \$50/3-hour period minimum
  - Presented by business, professional or other for-profit Organizations
    - (1) Fee - \$250/3-hour period
    - (2) Hourly personnel rate - \$50/3-hour period minimum
  - Private social events – fees to be negotiated

Meeting Room Facilities Available:

*Meeting Room*

Capacity:

- 80 seated at 10 tables
- 100 seated in rows
- 110 open room reception

Equipment:

- 10 tables 3' X 6'
- 100 stacking chairs
- DVD player
- Cable Television
- Projector
- Ceiling mounted projection screen
- Wireless Internet connection
- Laptop computer
- Wireless lavalier microphone
- Microphones on (2) table or (1) floor stand
- Podium
- Pantry with refrigerator and microwave oven
- Coffee pot (50 cup)

*Local History Room*

Capacity:

- 8 seated at 4 tables

Equipment:

- 4 stationary tables 2' x 4'
- 8 chairs
- Flat screen monitor
- Computer/Internet/Wireless connection

*Ogden Nash Room*

Capacity:

- 10 seated at 3 tables

Equipment:

- 3 stationary tables 3' x 3'
  - 10 chairs
  - Flat screen monitor
  - Computer/Internet/Wireless connection
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### *Stadium Seating*

Capacity:

30 seated at 4 rows

Equipment:

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

- Meeting Room  
Weekdays - 8:00 a.m. – 9 p.m.  
Saturday - 9:00 a.m. – 9 p.m.  
Sunday - 12 noon – 9 p.m.
  - Local History Room  
Monday, Tuesday, Wednesday, Thursday - 9:30 to 8:00 pm  
Friday - 9:30 to 5:30 pm  
Saturday - 10 am to 5 pm
  - Ogden Nash Room  
Monday, Tuesday, Wednesday, Thursday - 9:30 to 8:00 pm  
Friday - 9:30 to 5:30 pm  
Saturday - 10 am to 5 pm
  - Stadium Seating  
Monday, Tuesday, Wednesday, Thursday - 9:30 to 8:00 pm  
Friday - 9:30 to 5:30 pm  
Saturday - 10 am to 5 pm
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## Facilities Use Application

**Program Name:** \_\_\_\_\_

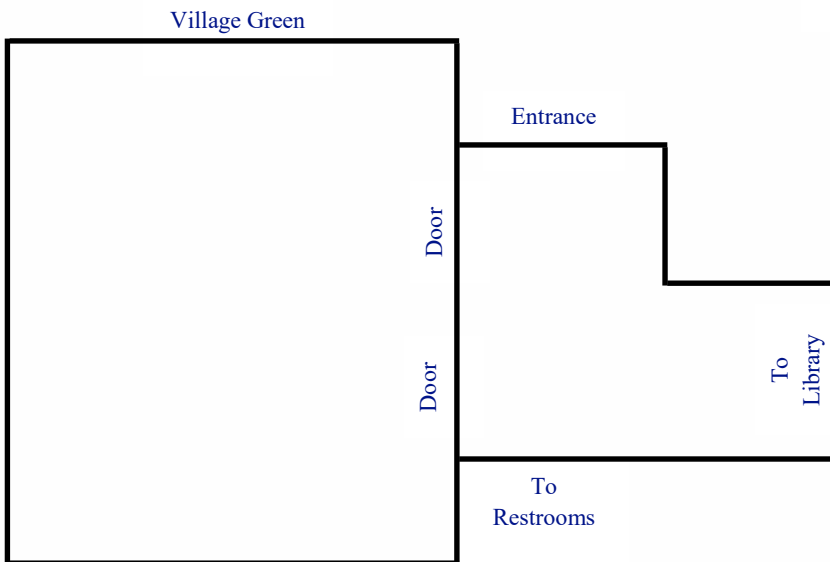
**Event Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Staff Contact:** \_\_\_\_\_

**Sponsor Org:** \_\_\_\_\_ **Room:** \_\_\_\_\_ **Fee:** \_\_\_\_\_

**Application Agreement:**

1. Applicant agrees 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.
2. Applicant accepts full responsibility for the facilities and for compliance with all regulations governing 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.
3. Applicant is responsible for complying with the Rye Free Reading Room Policy regarding public use of library facilities. The policy is available upon request, when booking public spaces and on the Library's website at: <http://www.ryelibrary.org/about/policies/>

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Room/equipment needs:**

*Audio:* (max 3 microphones)  
 Lavalier microphone  
 Podium microphone  
 Standing microphone  
 Table mic x1 x2 x3

*Visual:*  
 DVD player  
 Wifi  
 Laptop  
 Podium  
 Projector  
 Projector/Laptop cart  
 Screen

*Kitchen:*  
 Coffee urn (serves 50)  
 Extra garbage can  
 Tables(s) x1 x2 x3

*Exhibits:*  
 Ladder and toolbox

Arrangement \_\_\_\_\_ # of Chairs (Max 90): \_\_\_\_\_

- Standard (40 chairs in Theater seating, 4 tables in the back)
- Circle - Classroom (tables w/ chairs facing front),
- Conference table, Open Space, Tables in U, Theater