

VALLEY COTTAGE LIBRARY

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • www.valleycottagelibrary.org



Meeting Room Use Policy

Room Use Scope and Purpose

The meeting spaces available in the Valley Cottage Library (the “Library”) are designed to provide areas where the public can gather as part of the community to participate in activities of an educational, cultural, intellectual or charitable nature. These rooms are used principally for library purposes but are also available to non-library organizations. These facilities are available to the people of the community on an equitable basis, regardless of beliefs or affiliations of the individual or group requesting their use. The Library does not advocate or endorse the viewpoints of meetings or meeting room users.

Reservations

The Library has three meeting rooms available for reservation - the Community Room, the Glass Room, and the Board Room. *Refer to Schedule A for maximum capacity limits.*

Rooms may be booked *no more* than 2 months or *no fewer* than 72 hours in advance of the event date. As the primary purpose of the rooms is to support library programming for our community, a room reservation may be delayed as final booking details are worked out for library-sponsored events.

Same day walk-in use is permissible for the Board Room only with no security deposit required; walk-in users are otherwise bound to the same provisions of the Meeting Room Use Policy. Commercial use of the Board Room is not allowed.

Reservations of the library meeting spaces governed by this policy by outside organizations or individuals are limited to a maximum of 4 uses per calendar year across all room spaces.

Security Deposit

- Community Room \$200 refundable deposit required
- Glass Room \$200 refundable deposit required
- Board room – no deposit required.

A reservation is not considered complete until the security deposit is received by the Library. Security deposits must be received no fewer than 3 days in advance of the event date. Failure to submit security deposit checks may result in event cancellation.

A security deposit shall be in the form of a check or money order only. No cash or credit shall be accepted. Security deposits shall be returned within 14 days of the completion of the event or held until room damage assessment fees are received. This check may also be used to cover damage assessments.

Room Use Fees and Provisions

Room use fees cover the use of the room only. Time for set-up and breakdown of programs are included in the allotted room use window. *See Schedule B.*

Additional fees:

- Program Monitors
- Before or after library use
- Yamaha Grand Piano Use - *See separate Piano Use Policy for fees and provisions.*

Publicity Statement

All publicity and communication regarding the event must include the following statement, ***‘The program is neither sponsored by nor affiliated with the Valley Cottage Library.’*** Event organizers are responsible for all promotion of the event and attendees shall be directed to the event organizer, not the Library, for questions.

Disallowed Use

- Fundraising
- Garage Sales
- Political donation seeking, canvassing or politicking
- Disruptive events – i.e. Birthday parties, graduations, bar mitzvahs, communions, etc.

Room Setup

The event organizer must provide room setup instructions at the time of booking. Event organizers may not otherwise move and adjust furnishings. No materials may be affixed to walls or other surfaces within the room.

Program Monitors and AV Equipment Use

Program monitors are available by request for a fee. Program monitors may (a) assist with library-owned AV equipment (b) help manage crowd control and room capacity limits. The program monitor is unable to assist with rearranging furniture, cleaning, or completing other tasks for the event organizer.

In some cases, the library may require program monitors as part of the meeting room reservation process. *See Schedule B.*

Admission Fees and Sales

Commercial Use and Non-profit paid use events are allowed to charge reasonable admission fees not to exceed \$22/per person to help cover the cost of the event.

Signing and selling books, music or other materials by lecturers, authors, and performers is permissible. Library staff are not available to help with the selling of materials.

Food and Drink

Simple refreshments may be served. Event organizer is responsible for supplies, set up and clean-up of food and drink. No alcoholic beverages are permitted.

Kitchen use or storage is not available to event organizers as part of meeting room use.

Damage and Liability

The organization or individual who secures a room reservation shall be held responsible for:

- Damage to the room, its furnishings, or technology
- Excessive cleaning fees including carpet stains
- Liability for use of the room, equipment, event organizers, and attendees

Damage fees may be assessed at the full replacement or repair value of the item damaged and are assessed at the discretion of the Library. Further use of the room shall be suspended until damage fees are paid.

The event organizer and/or their related organization assume responsibility and liability for any injury to people or any breakage, damage or loss to equipment, supplies, building or grounds of the Library and for any or all injuries sustained at or because of the event activity at the Library. The Library is not responsible for accidents, injury or loss of individual property while the room is in use.

The Library reserves the right to request a certificate of liability insurance. Room bookings that are deemed potentially hazardous to event attendees, library staff, or facilities may be denied.

A meeting room reservation in no way implies that the Library endorses or supports the event organizer's beliefs, politics or ideologies.

Event Cancellation

The Library reserves the right to cancel the event with or without notice due to weather, lack of necessary staff, building emergency, or other unspecified emergency.

In the event of cancellation by the Library or with 24 hour advance notice on the part of the event organizer, all fees with the exception of piano tuning fees, will be refunded.

Loss of Privilege

Failure to comply with the policies and provisions of the Meeting Room Use Policy or comply with the Rules of Conduct may result in the event being halted, or denial of future use of the facilities.

Event organizers may appeal such a suspension to the Library Board of Trustees.

Schedule A - Room Capacities

Maximum Meeting Room Capacities:

Community Room - 104

Glass Room - 30

Board Room - 10

Room setup needs impact capacity numbers resulting in smaller occupancy. *See chart below:*

| Setup | Room | Capacity |
|---------------------------------|----------------|------------|
| Cabaret | Community Room | 24 |
| | Glass Room | 16 |
| Chairs in Circle | Community Room | 30 |
| | Glass Room | 20 |
| Classroom | Community Room | 24 |
| Concert | Community Room | 80 |
| Conference | Board Room | 10 |
| | Community Room | 24 |
| | Glass Room | 18 |
| Enclosed Square | Community Room | 30 |
| Game Tables | Community Room | 16 |
| | Glass Room | 16 |
| Meeting Room | Board Room | 10 |
| | Community Room | 24 |
| Open Room | Community Room | 104 SRO |
| Presentation/Panel Presentation | Community Room | 79 |
| Rectangle Tables | Community Room | 48 |
| Storytime | Community Room | 104 |
| Theater | Community Room | 90 |
| U-Shape | Community Room | 24 |

Schedule B - Fees

Room Use Fees

COMMUNITY ROOM (maximum occupancy 104)

| | |
|--|--|
| COMMERCIAL USE | \$400 for up to 4 hours; \$75/hr each additional hour thereafter |
| NON-PROFIT USE No fee for Rockland County based Non-profits | \$160 for up to 4 hours; \$40/hr each additional hour thereafter |
| PRIVATE USE No-fee for Nyack School District residents | \$100 for up to 4 hours; \$25/hr each additional hour thereafter |

GLASS ROOM (maximum occupancy 30)

| | |
|--|--|
| COMMERCIAL USE | \$160 for up to 4 hours; \$40/hr each additional hour thereafter |
| NON-PROFIT USE No fee for Rockland County based Non-profits | \$100 for up to 4 hours; \$25/hr each additional hour thereafter |
| PRIVATE USE No fee for Nyack School District residents | \$60 for up to 4 hours; \$15/hr each additional hour thereafter |

BOARD ROOM (maximum occupancy 10)

| | |
|--|---|
| COMMERCIAL USE | Commercial use not permitted |
| NON-PROFIT USE No fee for Rockland County based Non-profits | \$60 for up to 4 hours; \$15/hr each additional hour thereafter |
| PRIVATE USE | No room use fees apply |

Meetings in which a room use fee is incurred may be considered closed to the public if desired by the event organizer. If no room use fee is collected due to local non-profit status, or Nyack School District resident use, then the meeting shall be considered open to the public.

Organizations shall meet the definitions of 'Non-profit' or 'Nyack School District' as defined in this section below:

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

Nyack School District shall mean any resident within the boundaries defined by the school district.

Before or After Library Use Fee

The fee shall be \$50 up to the first hour and \$25 for each half hour increment thereafter. After-hours room booking is dependent upon Library staff availability. Before/after use fees apply to all reservations including free use by residents or non-profits.

Program Monitors

The program monitor fee is \$25 for up to the first hour and \$12.50 each half hour interval thereafter.

Adopted August 4, 1993

Revised November 1998

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Revised June 2004

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Revised May 15, 2024

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