

# VALLEY COTTAGE LIBRARY

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • [www.valleycottagelibrary.org](http://www.valleycottagelibrary.org)



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## Meeting Room Use Policy

### Room Use Scope and Purpose

The meeting spaces available in the Valley Cottage 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.

### Meeting Room Capacities

The Library has three meeting rooms each with a maximum occupancy as follows: the Community Room - 104; the Glass Room - 30 and the Board Room - 10.

### Damage Assessment

The organization or individual who secures a room reservation shall be held responsible for damage to the room, its furnishings, or technology. Repair and assessment of fees shall be at the discretion of the library. Damage fees may be assessed up to the full replacement or repair value of the item damaged. The need for excessive cleaning of the room including carpet stains may incur an assessment fee. Further use of the room shall be suspended until damage fees are paid.

A \$200 refundable security deposit is required for the use of the Community Room. A Community Room reservation is not considered complete until the security deposit is received by the Library. At the discretion of the library, a security deposit may also be imposed for the use of other spaces.

A security deposit shall be in the form of check or money order only. No cash or credit shall be accepted.

### 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. The Library reserves the right to require a program monitor for large programs or those that may otherwise generate disruption in the library. *See corresponding fee schedules below for more information.*

Use of the Library meeting spaces may be available before or after Library hours with an additional fee. The fee shall be \$50 up to the first hour and \$25 for each half hour each increment thereafter. After-hours room booking is dependent upon Library staff availability.

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.

**COMMUNITY ROOM (maximum occupancy 104)**

COMMERCIAL USE	<b>\$400</b> for up to 4 hours; <b>\$75/hr</b> each additional hour thereafter
NON-PROFIT USE* *no-fee for Rockland County based Non-profits	<b>\$160</b> for up to 4 hours; <b>\$40/hr</b> each additional hour thereafter <i>Room use fee waived for local non-profit organizations.</i>
PRIVATE USE* *no-fee for Nyack School District residents	<b>\$100</b> for up to 4 hours; <b>\$25/hr</b> each additional hour thereafter

**GLASS ROOM (maximum occupancy 30)**

COMMERCIAL USE	<b>\$160</b> for up to 4 hours; <b>\$40/hr</b> each additional hour thereafter
NON-PROFIT USE* *no-fee for Rockland County based Non-profits	<b>\$100</b> for up to 4 hours; <b>\$25/hr</b> each additional hour thereafter <i>Room use fee waived for local non-profit organizations.</i>
PRIVATE USE* *no-fee for Nyack School District residents	<b>\$60</b> for up to 4 hours; <b>\$15/hr</b> each additional hour thereafter

**BOARD ROOM (maximum occupancy 10)**

COMMERCIAL USE	<b>\$100</b> for up to 4 hours; <b>\$25/hr</b> each additional hour thereafter
NON-PROFIT USE* *no-fee for Rockland County based Non-profits	<b>\$60</b> for up to 4 hours; <b>\$15/hr</b> each additional hour thereafter <i>Room use fee waived for local non-profit organizations.</i>
PRIVATE USE* *no-fee for Nyack School District residents	<b>\$20</b> for up to 4 hours; <b>\$5/hr</b> each additional hour thereafter

**Program Monitors and AV Equipment Use**

Library staff program monitors are available and may be required for additional cost to assist with library-owned AV equipment use. Additionally, events in which it can be reasonably expected that a large crowd or other factors of the event may cause a disruption to the normal operation of the Library, the library may require a program monitor at additional cost.

The fee for program monitors is \$25/hour. This program monitor may be called upon to assist with AV equipment owned by the library, or assist with crowd control. The program monitor is unable to assist with rearranging furniture, cleaning, or completing other tasks for the event organizer.

**Admission Fees**

Commercial Use and Non-profit paid use events are allowed to charge reasonable admission fees not to exceed \$20/per person to help cover the cost of the event. Nyack School District residents must be charged a reduced admission fee with proof of residence of no less than 20% of full-value admission costs.

## Food and Drink

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

## Piano Use

A baby grand piano is available for rental in the Community Room. Use of the piano must be arranged in advance in accordance with our Piano Use Policy. Additional fee(s) apply. *See Piano Use Policy.*

## Room Booking Window

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

Due to room set-up needs, rooms may not be booked without at least 72 hours of advanced notice.

## Maximum Annual Room Use

All booking of the library meeting spaces by outside organizations or persons is limited to a maximum of 4 uses per year across all available room spaces.

## Publicity Statement

All publicity and communication regarding the event by event organizers 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. Event attendees should be directed to contact the event organizer for questions regarding the event and not the Library.

## 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, the Library will return fees paid for the event. However, piano tuning fees cannot be refunded.

If the event organizer chooses to cancel the event, all monies with exception of piano tuning fees will be returned as long as at least 24-hour notice is provided at minimum.

## Code of Conduct

Event organizers and attendees are expected to abide by the Library's Code of Conduct during the entire course of the event including set-up and break down. Failure to abide by Code of Conduct may result in the event being halted, or denial of future use of the facilities.

## Fundraising

Meeting Room use by outside agencies may not be for the purposes of fundraising such as garage sales, book sales, or political donation-seeking. Signing and selling of books, music or other materials by lecturers, authors, and performers is permissible.

## Social Use

The Library Meeting spaces may not be used for social events such as Birthday parties, graduations, bar or bat mitzvahs or other social events in which it can be anticipated to be disruptive to normal library operations. The Library reserves the right to determine which events would be approved for private use.

## Room Furnishing and Decoration

The event organizer will have opportunity to provide room set-up instructions prior to the program booking. Event organizers may not otherwise move and adjust furnishings. No decorations or presentation materials may be affixed to wall or other surface within the room.

## Liability

The event organizer assumes all liability for the use of the room, their equipment and event organizers and attendees while in operation in the booked meeting room space. The event organizer and their related organization assume responsibility and liability for any injury to people or any breakage, damage or loss of supplies to equipment, buildings or grounds of the Library and any or all injuries sustained at or because of the event activity at the Library. The Library Board of Trustees is not responsible for accidents, injury or loss of individual property while the room is in use.

At the discretion of the Library, a certificate of liability insurance may be required should the nature of the program deem it prudent to do so. The Library has the right to refuse room bookings that are deemed potentially hazardous to event attendees, library staff, or facilities.

A meeting room reservation in no way implies that Valley Cottage Library endorses or supports the event organizers beliefs, policies or ideologies.

## Loss of Privilege

Failure to comply with the policies and provisions of the Meeting Room Use policy, or comply with the directives of staff can result in a suspension period in which the event organizer may not reserve or otherwise utilize Library meeting room spaces. The duration of such suspension shall be determined based on the severity of the infraction but shall be no less than a 3-month suspension.

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

Adopted August 4, 1993  
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