



HENDRICK HUDSON FREE LIBRARY CONSTANCE DYCKMAN COMMUNITY ROOM POLICY

Mission Statement:

The mission of the Hendrick Hudson Free Library is to be the prime destination for social interaction, cultural enrichment and lifelong learning in service to the needs and interests of our community.

Policy:

The Board of Trustees makes The Community Room available 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 Community Room 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, the Library Director or his/her designee.
- The Library Director or his/her designee reserves the right to approve or disapprove each application for the use of the Community Room. They may impose added restrictions which they in their sole discretion deem appropriate for a particular program or use. The Library Director or his/her designee shall implement the regulations and requirements for the use of the Community Room consistent with this Board-approved policy.
- The Library Director or his/her designee may deny, rescind, or cancel any application when it is deemed to be in the interest of the Library to do so. Failure to observe regulations governing the use of the community rooms may result in denial of use in the future.
- Applicants must provide the Library with cancellation notice at least 48 hours in advance of a scheduled date. Failure to do so will result in loss of fees paid and restrictions on future use of the facility.

Regulations and Requirements:

1. The Community Room is scheduled for use on a first-come, first-served basis and is available at the sole discretion of the Library Director or his/her 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 residing or based in the Hendrick Hudson School District.
3. The Community Room may be made available to individuals or organizations for the pursuit of cultural, educational, informational, non-partisan political activities, and to conduct an organization's business. The Community Room shall not be used for marketing goods and services or for any personal events.
4. Unless approved by the Library Director or his/her designee, use of the Community Room by an individual or organization shall not exceed two times per month and can be reserved two months in advance.
5. If the applicant is a youth group or organization, a responsible adult over the age of 25 years must sign the application. Applicants must 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 no one engages in unlawful or improper conduct.
6. The program applicant is responsible for any and all damages to the Library building and its contents during use. The applicant(s) agrees to indemnify, defend and hold harmless the Library, its Trustees, employees, and volunteers from any and every claim for damage, loss or injury of any kind whatsoever to person or property, relating to or in connection with the applicant's program, event and use of the Community Room. At the time of application, the applicant shall submit proof of insurance coverage with general liability limits of \$1,000,000.00 on a certificate prepared by their insurance provider which names the Hendrick Hudson Free Library, its Trustees, employees and volunteers, as additional insureds. At the time of the event or program, the applicant shall provide confirmation that the insurance coverage of the Library, its Trustees, employees and volunteers as additional insureds remains in full force and effect.
7. The applicant is liable for any damage done to the premises, its furnishings or equipment.
8. If the Library closes during an emergency, or weather event, all scheduled activities are automatically canceled and fees refunded, or activities rescheduled.
9. Smoking and/or vaping are prohibited.
10. Permission to serve refreshments is at the discretion of the Library Director or his/her designee. If permission to serve refreshments is granted, the applicant must provide all supplies, food, paper goods and service utensils.
11. The Library prefers that plastic water bottles not be used at events held at the Library. If you do bring them, please take them with you and dispose of them properly.
12. Serving and/or consumption of alcoholic beverages or recreational drugs is prohibited.
13. Existing exhibitions displayed in the Community Room will be closed to the public when it has been reserved for a program. Objects on display may not be moved or disturbed.

14. 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 his/her 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.
15. Use of the balcony is subject to the discretion of the Library Director or his/her designee.
16. The applicant must restore the premises and equipment to their original condition immediately after they have been used with all trash bagged. Please make use of the recycling bins to help us meet our Green Initiatives. Failure to do so could result in restrictions on future use
17. Applicants must set up and re-stack tables and chairs.
18. Program publicity is the applicant's responsibility, though the Library may include program notices in its regular publication and on its website.
19. Attendees' information for future mailing list use is prohibited.
20. Applicants must announce fire exits prior to the meeting/program.
21. Applicants shall ensure that, in connection with the use of the facility, all fire safety regulations are honored, including but not limited to restrictions on the number of occupants (125) permitted in the Community Room.

Failure to comply with the above policies may result in additional charges and/or denial of future use of facilities

Application Process:

1. An application must be made in writing on the official application form and submitted along with the proof of insurance to the Library. An application cannot proceed without an applicable certificate of insurance.
2. A “reserved” date must be established over the phone prior to application submission, but the date is not final until the application form is received and approved by the appropriate Library staff.
3. Once documents are received an invoice will be issued, if applicable. If required documents are not received and fees paid two weeks prior to the requested date, your reservation will be cancelled and notice sent.
4. In the event of cancellation by the applicant, please notify the Library no less than 48 hours before the program. Failure to comply may result in forfeiture of the room use fee.
5. Room-use fees should be paid at the time the application is approved but no later than one week prior to the event.

FEE CATEGORIES

APPLY TO BOTH DURING AND AFTER LIBRARY HOURS

Hendrick Hudson School District seminars are exempt from fees, except for personnel fees for use when the Library is closed, as described below.

GENERAL EVENTS FREE TO THE PUBLIC

Sponsored or cosponsored by the Library: No fee

Presented by 501(c)(3), not-for-profit organization no fee
up to two consecutive hours: \$25 per hour thereafter

Presented by business, professional, or other for-profit or not-for-profit
organizations: \$25 per hour

EVENTS FOR WHICH PROVIDERS CHARGE A PROGRAM FEE/ SUGGESTED DONATION

- a. Fee - \$75 per hour or any part of an hour thereafter.

Library Hours:	Mondays thru Thursdays	9:00 a.m. – 8:00 p.m.
	Fridays	9:00 a.m. – 6:00 p.m.
	Saturdays	9:00 a.m. – 5:00 p.m.
	Sundays	1:00 p.m. – 5:00 p.m.

Use of the Community Room may begin prior to Library hours, and may extend past closing with prior approval by the Library Director or his/her designee. Users must leave by 10:00 p.m. For use of the Community Room either before or after Library hours, a Library staff member is required to be in attendance. The personnel fee is \$35.00 per hour or any part of an hour.

Special room set-up or custodial services before or after the event are available for a \$25 fee.

COMMUNITY ROOM EQUIPMENT AVAILABLE:

Equipment	12 tables 30" X 6' – 8 per table 5 tables 3' X 6'-use for craft projects and food 6 card tables 99 cushioned chairs 24 non-cushion chairs 4 stage platforms (only available with prior approval by Library Director or his/her designee Projection System including screen and DVD player Wireless facility Wireless microphones and sound system Lectern Easel flip chart with dry erase markers Kitchen (in staff lounge) with refrigerator and microwave 1 coffee pot (55 cup) 1 coffee pot (36 cup) 2 insulated beverage server (5 gallon) 1 insulated beverage server (3 liter) Assisted listening system
Capacity	125

COMMUNITY ROOM APPLICATION

Applicant/Organization: _____

Program Description/Meeting: _____

Reservation Details:

Date _____

Arrival Time _____ am/pm Event Start Time _____ am/pm

Event End Time _____ am/pm Departure Time _____ am/pm

Expected Attendance: # Adults ____ # Young Adults ____ # Children ____

Authorized representative completing the application:

Name _____ Title _____

Address _____

Telephone _____

E-mail Address _____

Please attach - 1) Certificate of Insurance 2) 501(c)3, attach proof of status

Do you require room set up/break down? (\$25 fee)

☐ No Party responsible for set up, break down and cleanup.

☐ Yes

☐ Boardroom

☐ U-Shape

☐ Classroom

☐ Theater

☐ Other (please attach)

Do you require use of the audio/visual system?

☐ Yes Please contact Jenny Kolesar at 914.739.5654 ext 311 .

☐ No

Will you be charging a program fee or suggesting a donation for your event?

☐ Yes

☐ No

Agreement

I hereby apply for use of meeting room space as specified above and agree to the policies, procedures, and regulations and requirements as set forth in The Community Room Policy, which are incorporated herein by reference, and a copy of which I acknowledge that I have received, read, and understand and expressly agree to.

For the Applicant/Organization

Signature

Print Name & Title

Date**For the Library**

Signature

Print Name & Title

Date

For Library use only

Fee _____ Received _____