

# MEETING ROOM POLICY

The Library has several spaces available for members of the public to reserve and/or rent. These are to be used to further the Library's informational, educational, cultural and recreational goals. It is the policy of the Library Board of Trustees to provide all members of the community with equal access to Library resources and facilities. Such resources and facilities are available equitably regardless of the beliefs or affiliations of those who seek to use them. Granting permission to use these rooms does not constitute an approval or endorsement of any individual or group by the Library, the Library Board of Trustees, or the Village of Scarsdale.

Children under the age of 10 may not be left unattended in any of the Library's meeting rooms in accordance with the Unattended Children Policy.

The Library staff is not responsible for, and will not monitor personal items left unattended in these rooms for patrons, regardless of value or circumstances. Items left in an unoccupied room will be removed, and may be considered abandoned after a reasonable period.

Users of the Library's rooms are responsible for the equipment and furnishings during the period of use. Damage and/or personal injury must be reported promptly to Library staff. Users must leave the room in good condition. Trash must be disposed of in appropriate containers.

The applicant is solely responsible to leave the room and its equipment and furnishings in the same condition as it was found. The Library, its employees and Trustees, and the Village of Scarsdale do not assume responsibility for personal injury or damage to or loss of personal property during an applicant's use of these rooms.

Applicants must sign a waiver of liability holding the Library, its employees and Trustees and the Village of Scarsdale harmless for any personal injury, damage or loss.

Programs and events must not disrupt the use of the Library by others. Individuals or groups presenting and attending programs and events are subject to all Library policies, rules and regulations.

These rooms may not be used for private parties, or programs and events involving the sale, advertising, solicitation or promotion of commercial products or services immediately or at a future time unless a specific approval has been obtained in advance from the Library Director or their designee. They may not be used for fundraising activities except those intended to solely benefit the Library.

Alcoholic beverages may not be served without prior permission of the Library Director or their designee.

Failure to comply with Library policies, rules and regulations may result in the denial of future use.

## **CONFERENCE ROOM**

The Library has one (1) Conference Room. The Conference Room can accommodate up to 12 people. It can be reserved up to two (2) months in advance for a maximum of two (2) hours, no more than two (2) times per week by the same individual or group.

The Conference Room is available only during the Library's operating hours.

Applications for the use of the Conference Room may be made through the Library's website. The Conference Room is free for Scarsdale Library cardholders and for Scarsdale-based not-for-profit organizations provided that attendees are not charged. All others will pay rental fees according to the attached schedule.

Upon approval of the application, all fees and charges for use of the Conference Room must be paid no later than one (1) month before the reservation date. Failure to do so may result in the cancellation of the reservation. Cancellations made less than one (1) month in advance of the reservation date shall not be refundable. Reservations made less than one (1) month of the reservation date are also not refundable. The Library reserves the right to cancel any reservation within 21 days of the reservation date in the sole discretion of the Library Director or their designee for Library purposes, and the fees will be refunded.

## **MEETING ROOMS**

The Library has three (3) meeting rooms: Meeting Room North (North), Meeting Room South (South), and the Scott Room. These rooms can be reserved up to six (6) months in advance. The use of the three meeting rooms by an outside organization or individual is limited to not more than three (3) times per room in any three (3) month period by the same individual or group. The Library Director or their designee, in their sole discretion, may authorize an educational, cultural or civic organization to use these rooms for a series of classes, lectures, concerts, film screenings or other programs and events with more frequent regularity for a period of time not exceeding six (6) consecutive months.

Priority and permission for use of the Meeting Rooms is given by, and at the sole discretion of, the Library Director or their designee in the following order:

1. The Library
2. The Friends of the Scarsdale Library
3. Educational, cultural, governmental and civic organizations based in the Village of Scarsdale
4. Educational, cultural, governmental and civic organizations based outside the Village of Scarsdale
5. For-profit organizations

The Library Director or their designee reserves the right to review applications for the use of the meeting rooms and may impose additional restrictions as appropriate.

Use of these rooms is subject to the attached fee schedule. These rooms may be reserved outside of the Library's operating hours, depending on staffing availability and for an additional fee.

Those who are invited or permitted to appear/speak in the meeting rooms and wish to sell books or other materials, may do so, at the sole discretion and subject to prior permission of the Library Director or their designee. A minimum of five (5) percent of gross proceeds of sales shall be donated to the Library.

There may be no admission fees and no solicitation of donations, except with the prior permission of the Library Director or their designee.

These rooms are equipped with audiovisual equipment. The renter must learn how to operate this equipment in advance. Library staff will set up the room and ensure equipment is in working order prior to the start of meetings/programs. Library staff may not be available to provide support during meetings and programs.

### **Meeting Room North & Meeting Room South**

North and South can each accommodate up to 50 people or they can be combined to accommodate up to 100 people. They can be reserved separately or together.

### **Scott Room**

The S. Spencer Scott Room can accommodate up to 170 people.

The Scott Room has a kitchenette, the use of which may be included in the room rental for an additional fee.

The Scott Room has a piano, the use of which may be included in the room rental for an additional fee.

The Scott Room is equipped with audiovisual equipment. The renter must learn how to operate this equipment in advance. Library staff will set up the room and ensure equipment is in working order prior to the start of meetings/programs. Library staff may not be available to provide support during meetings and programs.

The applicant is solely responsible to leave the Scott Room and its equipment and furnishings, including the kitchenette and/or piano, if used, in the same condition as it was found. The Library, its employees and Trustees, and the Village of Scarsdale do not assume responsibility for personal injury or damage to or loss of personal property during an applicant's use of the Scott Room.

Applications for use of the Scott Room and North and South Meeting Rooms may be made through the Library's website. Upon approval of the application, all fees and charges for use of these rooms must be paid no later than 30 days before the reservation date. Failure to pay all fees and charges no later than 30 days before the reservation date may result in the cancellation of the reservation. Cancellations made less than one month in advance of the reservation date shall not be reimbursable. Reservations made less than one month of the reservation date are also not refundable. The Library reserves the right to cancel any reservation within 45 days of the reservation date in the sole discretion of the Library Director or their designee for Library purposes and the fees will be refunded.

Signing the physical application or accepting the Terms & Conditions of the online application binds the applicant to accept full responsibility for the requested use and to comply with all regulations governing use. Failure to abide by these regulations may result in denial of future applications to use these meeting rooms.

## FEES AND CHARGES

Room	Scarsdale Nonprofits	Other Nonprofits	For Profits/Individuals	After Hours & Weekends
Conference Room	Free	\$50	\$60	NA
Meeting Room North	\$40 for 4 hours \$15 each additional hour	\$60 for 4 hours \$20 each additional hour	\$70 for 4 hours \$30 each additional hour	\$50 fee
Meeting Room South	\$40 for 4 hours \$15 each additional hour	\$60 for 4 hours \$20 each additional hour	\$70 for 4 hours \$30 each additional hour	\$50 fee
Meeting Room North South	\$80 for 4 hours \$30 each additional hour	\$120 for 4 hours \$40 each additional hour	\$140 for 4 hours \$60 each additional hour	\$50 fee
Scott Room	\$100 for 4 hours \$35 each additional hour	\$150 for 4 hours \$50 each additional hour	\$200 for 4 hours \$75 each additional hour	\$50 fee

Piano Use Fee- \$100

Use of kitchenette Fee- \$50

FEES SUBJECT TO CHANGE

The Village of Scarsdale and the Friends of the Scarsdale Library are exempt from usage fees.

The Library reserves the right to change this policy without prior notice after reviewing the demand and usage of the meeting rooms.

*Approved by the Board of Trustees*