

**Ossining Public Library  
Regulations for the Use of Meeting Room Spaces by Outside  
Organizations**

The Ossining Public Library contains rooms that are available to community groups and individuals upon request. These rooms are available for educational, recreational, and civic purposes provided that such use does not interfere with library services or programs or place an undue burden on Library resources. Failure to comply with any part of this policy may result in future denial of meeting room use.

**FACILITIES**

The Theater/ Performance Space can seat up to 250 people. This room is suitable for presentations, lectures, performances and meetings, and may be reserved by groups of 25 or more.

The Conference Room can seat up to 50 people. It is suitable for small group meetings and presentations.

The Children's Program Room can seat up to 100 people. This room is suitable for meetings and presentations.

**EQUIPMENT**

Groups are welcome to bring their own audio/visual and lighting equipment. If a group wishes to use Library equipment, arrangements must be made in advance. Some equipment requires special training to operate. The Library, at its discretion, may require an extra fee for providing staff to operate equipment during a program.

Please see attached list of equipment.

**ELIGIBILITY**

The Ossining Public Library serves the residents of the Ossining Union Free School District, and is funded through local taxation. Therefore only groups and organizations based within the District or that provide substantial services to its residents may request meeting space. Individuals who live, work, or attend classes in the District may also request space.

Rooms are allocated in the order they are requested. Priority will be given to library programs.

Within these parameters, the following rules apply:

- Library staff may observe all meetings and programs.
- Fundraising events and sales may not take place on Library property unless event is primarily for a public purpose.
- Refreshments may be served if so noted on the application. However no hospitality services or custodial assistance will be provided with food service, and groups will be responsible for topical cleaning and the removal of all food and trash. The Library reserves the right to charge additional fee if refreshments are served.
- Groups may use the kitchen for an additional fee. There are no facilities for cooking.
- Smoking is not permitted in the Library or on Library property.
- Alcohol may be served with the express permission of the Library Director and in accordance with the following provisions:
  - The Library Director must approve the request. Factors considered for the approval include:
    - The nature of the event
    - The number of attendees
    - The time of day
  - Library funds may not be used to pay for alcohol.
  - No one under the age of 21 may consume, possess or be served any alcoholic beverages, even with the consent of his/her parent or guardian.
  - The serving of alcoholic beverages will end one hour before the scheduled close of the event. During the Library's regular hours of operation, the serving and consumption of alcoholic beverages is limited to the lower level.
  - Individuals groups who violate state or local laws or this policy may be prohibited from attending and/or hosting future events at the Library where alcohol beverages are available.
  - The organization must indicate its intent to serve alcoholic beverages in the Meeting Room Application as part of the description of the event and complete the Hold Harmless and Indemnification Agreement.
  - The organization must provide proof of insurance in the amount of \$1,000,000, naming the Library as a covered

entity for the purposes of the event. If a third party will be serving the alcoholic beverages, then this party also must provide proof of insurance and hold all necessary licenses.

The following activities or programs are not permitted:

- Solicitation of names and addresses of attendees for business purposes, distribution of commercial literature or business cards, or sale or distribution of merchandise.
- Religious sectarian meetings and worship services.
- Partisan campaigning or political fundraising by any group or individual.
- Individuals' private parties, receptions or meetings.

Any use not specifically covered herein, or as to which there is an ambiguity, shall be subject to review by the Library Board of Trustees, who shall make the final decision.

## **HOURS OF USE**

Rooms will be available during the posted hours of the Library and programs should end at least 15 minutes prior to closing time.

Room availability outside of Library hours is subject to the library's ability to arrange appropriate staffing. The cost of this staffing is reflected in the fee schedule.

## **RESERVATIONS AND CANCELLATIONS**

Advanced reservations are required and must be made no earlier than three months and no later than one week prior to the date of the event.

All groups and organizations must complete the Meeting Room Application and Hold Harmless Agreement. Applications are available on the Library website and at the Library Information Desk. The individual who signs the application must be at least 18 years of age and be in attendance when the meeting room is in use. He/she will be responsible for the conduct of the group, payment of bills, and for protection of Library property in connection with the meeting. The Library should be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility.

The Library encourages use of meeting rooms for diverse events and groups and seeks to give all eligible organizations an opportunity to

use its service. Therefore, no group or individual may reserve a room more than 12 times in a 12-month period.

Reservations must be cancelled 14 days in advance for full refund of fees, 7 days in advance for a half refund and if less than 7 days, all fees are forfeited.

The Library reserves the right to cancel any reservation, with 7 days' notice and full refund, if a Library event/program needs the room. The Library reserves the right to cancel prior meeting room reservations without notice in the event of emergency such as snow closings or unsafe building conditions. All fees will be refunded or activities rescheduled.

## **FEES**

Please see the current schedule of fees. Fees for room use are expected to be paid within 48 hours of reservation. Groups that intend to use a meeting room before or after regular Library hours must make prior arrangements with the Library.

## **SECURITY**

For after-hours events with an estimated attendance of more than 100 people, the Library may require the organization to hire an independent security guard.

## **LIABILITY**

The Library allows the use of its facilities with the understanding that the Library accepts no responsibility for the personal safety of any person, either inside or outside the building, during that use. The Library is not responsible for damage, loss or theft of personal property. All users agree to indemnify and hold the Library harmless for any loss, damage, liability, costs and/or expense including but not limited to attorney fees, that may arise during or to be caused in any way by such use of the Library facilities. They also agree to compensate the Library for any damages to the meeting room(s) or other property of the Library caused by, or resulting from, the use of the meeting room.

The Library reserves the right to require a Certificate of Liability of insurance form from an insurance company acceptable to the Ossining Public Library showing minimum limit of \$1,000,000 per occurrence

and \$2,000,000 aggregate, which include the Ossining Public Library as an additional insured, and providing contractual liability for the hold harmless and indemnification agreement, which is acknowledged in this policy. Where required, the Certificate of Liability must be produced prior to the use of the meeting room. Though the Ossining Public Library may waive the insurance requirement, the Hold Harmless and Indemnification Agreement shall not be waived.

## **PUBLICITY**

Use of the meeting rooms does not imply endorsement, support, or co-sponsorship by the Library for the activities that take place in the meeting rooms or the beliefs or views of the groups sponsoring the events. Publicity for events in the Library should clearly identify the sponsoring organization. Telephone queries regarding the events may not be directed to the Library. Neither the name nor address of the Ossining Public Library be used as the official address or headquarters of an organization.

For programs not sponsored by the Library, all advertising and publicity material must be submitted to the Library Director for approval two weeks prior to distribution and/or publication. Groups or individuals using the meeting rooms may not imply that the event is sponsored, co-sponsored, or endorsed by the Library in any such advertising or publicity material, and a disclaimer may be required.