

## APPLICATION FOR USE OF LIBRARY FACILITIES

Name of Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Person in Charge: \_\_\_\_\_

Phone #: (work) \_\_\_\_\_ (cell) \_\_\_\_\_ (email) \_\_\_\_\_

Organization is For Profit Not For Profit Governmental

Title of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Date of Event (list all dates if recurring): \_\_\_\_\_

What time will the **event** begin: \_\_\_\_\_ What time will the **event** end: \_\_\_\_\_

What time will **you** arrive to set-up: \_\_\_\_\_ What time will **you** be leaving: \_\_\_\_\_

Will there be food? Yes No If yes, what time will the food be delivered?

Is this event open to the public? Yes No Is there an admission charge? Yes No

If yes, please indicate which category you would like it to appear in our events calendar:

All Ages	Adult	Young Adult/Teen
Children/Juvenile	Computer/Technology	Community Organization Meeting

Number of People Anticipated to Attend: \_\_\_\_\_

**FACILITIES REQUESTED** (please see reverse for additional information on fees)

Room 1 (seats 6 – 10)	Community Room AB (seats 175)*
Room 2B (seats 18 – 20)	Community Room A (seats 90)*
Room 3 (seats 4)	Community Room B (seats 50)*
Room 4A (seats 4 – 6)	Board Room (seats 16 – 20)
Room 4B (seats 8 – 12)	Arts & Crafts Room (seats 30)
Yonkers Room (seats 50 – 75)	

\*Community Rooms require a very specific set-up; please include a diagram of layout and necessary equipment.

**EQUIPMENT REQUESTED**

Podium	TV/VCR
Podium w/Microphone	DVD
Microphones, Hand-Held (# )	Whiteboard
Microphone, Portable	Easel (# )
Overhead Projector	Tables (# ; 6 ft. or 8 ft.)
LCD Projector	Chairs (# )
Screen	Coffee Urn (coffee is <b>not</b> provided)

**ROOM SET-UP** (be specific): \_\_\_\_\_

I hereby state that I am empowered to act for the organization listed above and I agree to faithfully abide by all Library regulations as outlined in the Policy on the Use of Library Facilities.

*Signature of Applicant*

*Title*

## SCHEDULE OF FEES AT THE RIVERFRONT BRANCH

<b>RIVERFRONT **</b>	<b>Floor</b>	<b># of seats</b>	<b>Fee (if required)</b>
Conference Room 1	1	6-10	\$25
Conference Room 2B	2	18-20	\$25
Conference Room 3	4	4	\$25
Conference Room 4A	4	4-6	\$25
Conference Room 4B	4	8-12	\$25
Arts & Crafts Room	2	30	\$25
Board Room	4	16-20	\$50
Community Room AB	2	175	\$150 +\$50 for Kitchen
Community Room A	2	90	\$100 +\$50 for Kitchen
Community Room B	2	50	\$100 +\$50 for Kitchen
Yonkers Room	4	50-75	\$75

For information about reserving the Riverfront Auditorium and/or Event Space, contact the Branch Administrator's office at 914-375-7947.

## **POLICY ON THE USE OF LIBRARY FACILITIES**

The auditoriums and meeting rooms of the Yonkers Public Library are available upon request to outside organizations for educational, cultural, civic and charitable activities, provided that such use does not interfere with Library services or place an undue burden on Library resources. This policy was adopted by the Trustees of the Yonkers Public Library to clarify application procedures, usage fees, and limits on use. Please read this policy carefully – failure to comply with any part may result in future denial of meeting room use.

### **FACILITIES**

The Grinton I. Will Branch and the Riverfront Library each have a variety of meeting rooms that are listed on the application form. Please choose a room that is appropriate for your needs, and specify how you would like the rooms set up. The Crestwood Branch does not have meeting rooms.

Groups are welcome to bring their own audio/visual equipment. If a group wishes to use Library equipment, arrangements must be made at the time of application.

### **ELIGIBLE USERS**

The Yonkers Public Library is chartered to serve the residents of the City of Yonkers, and is funded primarily through local taxation. Only groups and organizations based in Yonkers, or that provide substantial services to its residents, may request meeting space. Priority will be given to Library programs first, not-for-profit groups next, and commercial groups last. While for-profit organizations may reserve space, they may not use Library facilities to sell products or solicit clients.

### **GUIDELINES**

Rooms are available during the posted hours of the Library, and programs should end at least 15 minutes before closing time. No programs will be scheduled on days when the Library is closed. Exceptions will be made only by prior arrangement, and are subject to additional fees and the availability of custodial staff.

Refreshments may be served if noted on the application. However, no hospitality services or custodial assistance will be provided in connection with food service, and groups will be responsible for cleaning and placement of all refuse in the containers provided. The Library does not supply porter service or storage space for supplies and equipment.

Smoking is prohibited in all rooms. Alcoholic beverages may only be served if so noted on the application and if approved by the Library's Board of Trustees [ask to see the Beverage Policy].

Room capacities and other fire codes are strictly enforced, and it is the responsibility of the organization to control attendance and behavior at programs. The Library reserves the right to have staff and/or Board members in attendance even if the program is otherwise closed to the general public.

### **RESERVATIONS AND CANCELLATIONS**

Application may be made in person, by mail, or by fax to the Branch Administrator of the appropriate branch. Rooms may be booked up to six months in advance, but no later than ten days in advance of the program.

Room set-ups and equipment needs should be included when the room is booked. Finalized set-up needs, with input from all people involved, are due ten days prior to the meeting. Last-minute changes cannot always be accommodated. Large programs requiring a complicated setup may be subject to extra fees at the discretion of the Branch Administrator.

The individual who signs the application must be of legal adult status. He or she will be responsible for the conduct of the group, payment of bills, and for the protection of Library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the misuse of the facility.

The Library reserves the right to cancel a reservation or make a room change, with notice, if a Library program needs the space. The Library reserves the right to cancel reservations without notice in the event of an emergency, such as snow closings or unsafe building conditions.

## **RESERVATIONS AND CANCELLATIONS** (continued)

If a reservation is cancelled by the organization, the Library should be given at least ten days notice so that the room may be offered to others. If a fee was charged, it will be refunded only if at least ten days notice was given.

The Library encourages the use of meeting rooms for diverse events and groups, and seeks to give all eligible organizations an opportunity to use its services. Therefore, no group may reserve a room more than 12 times in a 12-month period. All exceptions to this policy will be made by the Branch Administrator.

## **FEES**

The current schedule of fees accompanies the meeting room application form. The Branch Administrator shall make the final determination of which fees (if any) are required.

Non-profit groups that offer meetings or events that are free and open to the public are generally exempt from usage fees. Any meetings with an admission charge or that are held for fund-raising purposes, as well as any use of space by for-profit groups, are subject to usage fees.

Checks for room reservations should be made payable to 'The Yonkers Public Library' and should either accompany the application form or be received no later than ten days prior to the event. Reservations are not confirmed until payment (if required) is made. Some overtime fees at the Riverfront Library are payable to the City of Yonkers – please read invoices carefully.

Groups that intend to use a meeting room before or after regular Library hours should make prior arrangements with the Library. Additional fees will be charged to cover the cost of staff who remain in the building.

## **LIABILITIES**

The Yonkers Public Library allows the use of its facilities with the understanding that the Library accepts no responsibility for the personal safety of attendees, or for damage, loss, or theft of personal property. A 'Hold Harmless & Indemnification Agreement' will accompany the application form, and must be signed and returned before the meeting date. Some events will also require a Certificate of Insurance.

## **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 held at the Library should clearly identify the sponsoring organization, and telephone inquiries should not be directed to the Library. Neither the name nor the address of the Yonkers Public Library may be used as the official address or headquarters of an organization.

All advertising and publicity material should be cleared by the Branch Administrator two weeks prior to distribution and/or publication. Publicity material may not imply sponsorship or endorsement by the Library.

Is your program free and of general interest? If so, it may be eligible for Library sponsorship or co-sponsorship, and exempt from the usage fees and publicity restrictions listed above. Contact the Branch Administrator for more information.

*This policy was adopted by the Trustees on September 18, 2007*