

Policy for Use of Meeting Rooms

Library Mission and Role

"The Albert Wisner Public Library is the community's connection to reading, life-long learning, and personal enrichment. The Library will provide equal access to materials, facility, current technology, professional expertise and quality service."

The Albert Wisner Public Library regards the availability and use of its Meeting Rooms as an integral part of its service to the community. While the primary purpose of the Albert Wisner Public Library's meeting space is to host Library sponsored events and activities, the Library is pleased to be able to offer the Community Room and the Board Room for use according to the guidelines below.

Who is Eligible to Reserve the Rooms:

- Nonprofits, community partners, businesses, individuals and other organizations that reside in our Library district (The Warwick Valley Central School District) or who serve the residents of our Library district.
- Activities sponsored by AWPL, Friends of the Library or the AWPL Foundation will take precedence over all others.
- The Library Director shall at all times have the authority to make a decision on any application for use, based on what is in the best interest of the Library and the community it serves. Any such decision may be appealed to the Board of Trustees.
- The Meeting Rooms may not be used for private parties, showers, receptions, fundraising or garage sales. Sale of any merchandise is prohibited, except for the benefit of the Library as allowed under the Library's programming and exhibit policies.
- The Board Room may be reserved at no charge for study purposes for up to 10 people for up to two hours a day.

When Available:

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|---------------------------|-------------------|
| • Monday through Thursday | 9:30am to 7:45pm |
| • Friday | 9:30am to 6:45pm |
| • Saturday | 9:30am to 4:45pm |
| • Sunday | 12:30pm to 3:45pm |

The rooms may be booked only for hours when the Library is scheduled to be open. Beginning times reflect the need to open the building and allow time for users to arrive and enter the building; the ending times reflect the need for all events and meetings to end 15 minutes prior to the Library's scheduled closing to ensure ample time for participants to exit and staff to secure the building.

The Meeting Rooms will be closed whenever the Library is closed because of weather or other emergency. Fees either will be refunded if the Library closes the building for any reason or they can be used towards a rescheduled application. Rescheduling must be initiated by the applicant.

Rooms Available:

- The Community Room located on the lower level (seats 80)
Available Equipment: Smart Board, Projector, DVD Player, portable microphone, podium, Laptop.
- The Board Room located on the main level (seats 10)
Available Equipment: Large Screen TV for Internet and Computer Projection only, DVD Player, Laptop.
- When the Board Room is not reserved, it can be used for a maximum of 2 hours on the day of use without reservation/charges. Interested users must be in the library (no phone or email reservations allowed) and check in at the Help Desk to confirm availability on the day of use only. If additional time or prior scheduling desired,

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advance registration (with applicable fees/deposits) is necessary.

Applications:

- The Library’s Policy for Use of Meeting Rooms is available online at www.albertwisnerlibrary.org
- Reservations for meetings room must be made by contacting Kathleen Georgalas at kgeorgal@rcls.org or 845-986-1047, ext 6., Monday through Friday, 9am-5pm or Siobhan O’Riordan at soriodan@rcls.org or 845-986-1047, ext.6, Thursdays from 5-8pm.
- Reservations may not be made more than 3 months in advance nor less than one week before the meeting date. Applicants are encouraged to plan as early as possible within the 3 month time period.
- An individual or a group may apply to reserve either meeting room up to a total of 6 times a calendar year.
- A **separate application is required for each meeting date.**

ROOM USE FEE SCHEDULE

Up to 2 Hours Use

Fees for additional time will be in 2 hour increments

Type of Use	Community Room Seats 80 Fee + Deposit	Board Room Seats 10 Fee + Deposit
Individuals, Civic Groups or Not-for-Profits Free Public Event with no donation, fees or charges for services.	\$15 + \$50 deposit	\$15 + \$25 deposit
Individuals or Businesses Free Public or private event to present information about business or service, with no fees or charges for services. May not be used to meet with clients or potential clients.	\$50 + \$50 deposit	\$25 + \$25 deposit
Civic Groups or Not-for-Profits Event with an admission fee or requested donation.	\$50 + \$50 deposit	\$25 + \$25 deposit
Individuals or Businesses Event with admission fee or donation. Meetings with clients or potential clients.	\$100 + \$50 deposit	\$50 + \$25 deposit

Only One deposit is necessary per meeting

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Fees:

- Paid by check made out to the *Albert Wisner Public Library*.
- Room Use and Deposit Fees are due when the application is submitted. A reservation cannot be confirmed before the completed application, including signed acceptance of the Library's Policy for Use of Meeting Rooms and necessary insurance/waivers and fees/deposit are paid.
- The individual signing shall ensure that the room(s) used is clean and returned to original configuration upon conclusion of the meeting, and that equipment is returned to the Help Desk.

Room Use Fees:

- Room use fees are non-refundable, unless the Library closes the building for any reason. In this case, all fees will be refunded. Refunds for cancellations made by the user will be made only at the Library's discretion.
- Fees are charged per meeting for a minimum of two hours. Set up and clean up time is included in the 2 hours. Meetings lasting more than 2 hours are charged a fee for each 2 hour segment.

Deposit Fees:

- Clean-up/Equipment Deposit: \$50 for the Community Room, and \$25 for the Board Room. This will be applied as a custodial deposit for incomplete cleanup or waste disposal, and as an equipment fee for failure to return equipment to the Help Desk.
- If the Library determines that custodial services are needed, the fee is \$25 per hour, to be deducted from the Deposit. Custodial fees in excess of \$50 will be billed to the applicant.
- If equipment is lost or damaged beyond normal wear and tear, the deposit will be applied to the replacement cost of the item and the balance will be billed to the applicant.
- The premises, inventory and equipment will be inspected after each non-Library sponsored activity and assessments shall be made for excessive disorder, breakage or loss. If the results are satisfactory, and if all borrowed equipment has been returned, the deposit will be returned within ten days of the event.

User's Clean-up Responsibilities:

- **Food, smoking, alcohol and illegal drugs are prohibited.**
- No decorations may be hung from the walls or ceiling. No tape or tacks may be used, and confetti, glitter or other such products are prohibited.
- A vacuum cleaner is available for use upon request.

Equipment:

- Applicants using Library equipment must arrange to meet with staff prior to their event to review use of equipment available: projector, microphone, laptop, DVD player.
- Staff is not available to assist with equipment during events or meetings.

Publicity:

- Publicity or literature distributed by any organization or individual using the Library meeting rooms shall not suggest that the program is sponsored or co-sponsored by the Library. The Library is not responsible for publicizing the gatherings of anyone using the meeting rooms.
- Neither the name nor address of the Library may be used as the official address for anyone using the Library's meeting rooms. The Library's address, telephone number and email cannot be used as contact information by anyone using the room.
- The Library has a Bulletin Board available for community use.

Liability:

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- Applicants having existing insurance shall name Albert Wisner Public Library as an additional insured on their policies and shall provide the Library with a certificate of insurance.
- All applicants without insurance shall execute an Indemnification and Hold Harmless Agreement in favor of the Albert Wisner Public Library of Warwick, New York.
- The individual signing the application on behalf of a group shall be responsible for the conduct and activity of the users.

Minors:

- Activities involving minors (ages 16 and under) are only permitted with adequate supervision of 1 adult (21 years of age) for every 10 children present. The adults will be personally responsible for the conduct of the participants at the event.

Personal Property:

- The Library is not responsible for any equipment, supplies, materials, clothing or other items brought to the Library by any organization or group attending the meeting.
- Individuals and organizations using the Community Room are not to leave or store their materials or property on Library premises. The Albert Wisner Public Library assumes no responsibility for any property used or left in the Library by any individual, group or organization.

Cancellations:

- The Library Director or her designee must be notified promptly of cancellation: failure to do so will affect future reservation status. The Library reserves the right to adjust the schedule at any time. Refunds for cancellations made by the user will be made only at the library's discretion.

General Reservation Guidelines:

- A group or individual's permission to use the Library's meeting rooms in no way constitutes an endorsement of the group's policies or beliefs by the Library, nor by anyone connected with the Library.
- The Library Director, or designee, is authorized to order the termination of any meeting or activity making use of a Meeting Room in violation of any local, state or federal law or regulation of the Library.
- The Library retains the right to withdraw and/or deny future use at any time. The respectful use of the Library's building, furnishings and fixtures is essential to the continued public enjoyment of our facility.
- Failure of any group or individual to abide by the Albert Wisner Public Library policies relating to meeting room use may result in denial of future use of the Library's meeting rooms.