

MEETING ROOMS

Item #15
Adopted at Board of Trustees
Meeting on June 10, 2004

POLICY STATEMENT

The Library welcomes use of its meeting rooms and other related facilities by community organizations for activities and purposes that are in keeping with the Library's educational, cultural and social goals.

Meeting rooms are available in the following priority:

- a. Library Programs; those co-sponsored by the library;
- b. Meetings sponsored by City departments, Library-related organizations, and open public hearings sponsored by elected public officials;
- c. Meeting of non-profit organizations for civic, cultural, intellectual or educational purposes held during Library hours. (No fee)
- d. Events and programs sponsored by organizations for civic, cultural, intellectual or educational purposes. (Fee per attached schedule)

Priority in use of meeting rooms is given to Library programs. Reservations for meeting rooms may be canceled (subject to refund of fees) for Library program purposes generally on ten (10) days notice, and on the specific direction of the Library Director cancellation of meeting room reservations may be made on no less than 24 hours notice if cancellation is deemed necessary by the Library Director for emergency purposes or otherwise deemed in the best interests of the Library. If the Library closes due to an emergency (e.g. weather), all meetings are canceled. The Library will inform the media about closings.

Meetings of all types are free and open to the public.

Unless specifically approved by the Library Director, no fees, dues or donations may be charged or solicited for any program. Meeting rooms may not be used by outside organizations or individuals for commercial and/or for-profit purposes, including investment seminars, sales/service demonstrations, programs by private for-profit health care representatives, etc. The facilities may not be used for fund raising purposes, except by the Friends of the Library, the New Rochelle Public Library Foundation or the Partnership for the Huguenot Children's Library. No promotional materials to solicit business may be distributed at meetings. Programs may not disrupt the use of the Library by others. All persons using the meeting rooms are subject to all Library rules and regulations.

Meeting rooms are available at the standard rate during Library's hours of operation. There is a fee for overtime use of the Library.

Meeting room usage must not commence later than thirty (30) minutes prior to the schedule time for Library closing on the date of meeting room use.

Rooms may be booked on an occasional basis, no more than six months in advance. They may not be reserved for regular meetings (i.e. weekly, monthly, etc.), except as specifically approved by the Library Director. The Library reserves the right to determine the number of events that will be held simultaneously at its facilities. Failure to comply with these regulations may result in the suspension of a group's meeting room privileges.

Reservations for meeting rooms are made through the Library's Community Relations Office (632-7878, ext. 34). Applicant must be an authorized adult representative of organization requesting room. Return of written application for room use confirms room rental.

Bill for room rental is rendered upon receipt of written application and is due and payable within ten (10) days of acceptance of the reservation by the Library.

To cancel a room reservation, the organization renting the room must notify the Community Relations Office by telephone as soon as possible before the meeting date. The applicant has the option to reschedule the meeting, and if the meeting is not rescheduled the reservation fee will be refunded to the organization renting the room.

The organization renting the room is responsible for the conduct of the meeting, payment of fees, and reimbursing the Library for any damage to furniture, equipment or carpets. An authorized adult representative of the organization renting the room must be in attendance at all times during the meeting. No organization may use the Library as its mailing address or for the receipt of telephone calls.

Rental of meeting rooms does not imply endorsement of the organization renting rooms, their beliefs or activities. Organizations may not imply that an event or meeting is sponsored, co-sponsored or endorsed by the Library in any advertising or publicity.

Sign-in *may not be required* as condition of entry to meeting.

If this information is taken, organizations must secure the permission of attendees for any future use.

Fire codes must be observed at all times. Room occupancy may not exceed legal limits and furniture and equipment may not block aisles and exits.

POLICY STATEMENT (cont'd.)

The library has limited maintenance staff and cannot guarantee that room changes on the day of the event can be accommodated. The library facilities are not available on Saturdays and Sundays in July and August.

Rooms must be left neat and in good order. Trash must be disposed of in refuse containers provided. Receptions where food is being served must receive prior approval. The library cannot provide kitchen facilities. Food and drink are not permitted in the theater.

Insurance

Organizations or individuals that charge a fee for events or programs must provide an appropriate level of insurance naming the library as co-insured.

Library sponsored or co-sponsored events may be exempt from some of the above regulations at the discretion of the Library Director.

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 determination in regard thereto.

For additional information, please contact: Library Community Relations Office

Phone (914) 632-7878, ext.34 Fax: (914) 632-5386

Email: barbaradavis@nrpl.org

FACILITY USE FEES

Events and programs sponsored by non-profit organizations and other non-commercial parties involved in civic, cultural, intellectual or educational purposes will be charged according to this schedule:

	During Normal Operating Hours	Beyond Normal Operating Hours
<u>THEATER</u> Capacity to 145. Theater seating.	\$75 (per 4 hours)	\$100 (per 4 hours) Plus custodian overtime fees (\$50 per hour)
<u>MEETING ROOM</u> (in back of theater stage) Capacity to 34.	\$35 (per 4 hours)	\$100 (per 4 hours) Plus custodian overtime fees

		(\$50 per hour)
<u>LOBBY</u>	N/A	\$125 (per 4 hours) Plus custodian overtime fees (\$50 per hour)

Events and programs for which admission is charged:

	During Normal Operating Hours	Beyond Normal Operating Hours
<u>THEATER</u> Capacity to 145. Theater seating.	\$125	\$250 (per 4 hours) Plus custodian overtime fees (\$50 per hour)
<u>LOBBY</u>	N/A	\$250 (per 4 hours) Plus custodian overtime fees (\$50 per hour)

Ossie Davis Theater, New Rochelle Public Library Equipment Specifications, Policies and Rental Fees

STANDARD EQUIPMENT – No Charge

- Crestron Podium with mounted microphone and light, and CD player.
- Automatic stage-sized screen.
- 6 Shure SM58 Microphones with stands (6 floor stands, 4 table stands, 1 boom stand).
- Mackie CFX-12 sub-mixer.
- Spotlights, house and stage lights - dimmer control on Crestron and back stage.
- 4 Music stands.
- White Board or Black Board.
- Portable Screen.

PREMIUM EQUIPMENT CHARGES

Baldwin Baby Grand Piano <i>Piano is tuned on a monthly basis. Additional tuning can be provided by library's tuner @ \$95.</i>	\$25
Mounted Infocus LP-820 Digital Projector and DVD/Video Player or PC	\$20

connection. (for Theater only). <i>Library does not provide laptop.</i>	
Portable VCR/DVD Player & Monitor or Digital Projector. (for Meeting Room or Conference Room) <i>Library does not provide laptop.</i>	\$20
Slide Projector	\$20
Overhead Projector	\$20
Shure Wireless Microphones: SLX/Beta 24 Handheld (2) or SLX 14/93 Lapel (2)	\$20 each

NOTE: A \$100 (refundable) deposit is required for use of standard or premium electronic equipment. Please remit a separate check made payable to **New Rochelle Public Library**.

ADDITIONAL THEATRICAL EQUIPMENT AND POLICY ON USE

- Control Booth with Mackie Onyx 1640 16 channel Mixer, Teac AD-600 CD/Cassette deck, DVD and VHS video playback
Professional sound technician is required for use of Control Booth equipment, and is provided by Audio Visual Resources, LLC @ \$50 an hour/4-hour minimum.
- Lighting Console Leprecaun LP-624
Rental available from Audio Visual Resources, LLC @ \$75 per week.

Please make rental arrangements through:
Audio Visual Resources, LLC (914) 526-2698