

Irvington Public Library

PROGRAM ROOM POLICY

STATEMENT OF POLICY:

The Program Room of the Irvington Public Library first accommodates the functions and events of the library itself. At other times the room is available for use by civic and community not-for-profit organizations for informational, educational, and cultural programs. Irvington political parties may use the Program Room for public meetings, including campaign events. Such use by political parties shall be limited to four (4) times per year with no such meeting occurring more than once in any one quarter. No political party may solicit or accept any contributions at such meetings. Religious organizations may not hold worship services in the Program Room.

The Program Room may not be used for the regularly scheduled meetings of any group, if those meetings take place more frequently than four times in a one-year period. The Library Board of Trustees reserves the right to pass upon all applications for use of the room and may impose such restrictions as it may judge appropriate for a particular program or use. The Board may cancel any permit when it is deemed to be in the interest of the Library to do so. Failure to observe regulations governing the use of the Program Room may result in denial of use in the future. Permission to use the Program Room does not constitute Library endorsement of the policies, beliefs or goals of the program sponsor.

Application must be made in writing on forms available at the Library, signed by an adult representative of the applicant organization, and submitted to the Library not earlier than one year nor later than two weeks prior to the program.

Confirmation will be mailed or faxed, and only written confirmation will constitute a space reservation. Signing of the application binds the user to acceptance of full responsibility for compliance with these regulations.

No usage fees are charged to any department of the Village of Irvington government. All other organizations are assessed the following fees and deposits:

- a \$65 fee for each use
- a \$50 security deposit, returnable upon inspection
- an additional \$50 security deposit if audio-visual equipment is used, returnable upon inspection.
- an additional \$50 security deposit if piano is used, returnable upon inspection.

All charges for the room must be paid no later than one week prior to use. Fees will not be refunded if the program is canceled less than seven days before a scheduled event.

Application for use by minors (under eighteen) must be sponsored and signed by an adult who assumes full responsibility. Minors must be supervised by one adult for every ten minors.

RESPONSIBILITY FOR USE:

- Audiences may not exceed the legal limit for the room.
- The piano will be tuned by the library on a regular basis, not more than four times per year. Any other necessary tuning is the responsibility of the organization using the piano, who must use a piano tuner acceptable to the Library Director.
- Smoking is not permitted anywhere in the library, including the Program Room.
- Alcohol may not be served except as specifically approved by the Board of Trustees.
- Users of the Program Room may not disrupt normal library service or interrupt regular duties of staff.

- The building must be vacated no later than 11:00 p.m., and arrangements must be made to leave the Program Room locked and secure.
- Objects on display in the Program Room may not be moved or disturbed in any way.
- The program sponsor is responsible for restoring the facility to its original condition, immediately upon completion of the scheduled activity. If this cleanup proves unsatisfactory, the program sponsors will be billed for the cost of cleaning if it exceeds the \$50 security deposit.
- Any damage to municipal facilities shall be promptly repaired at the user's expense.
- Non-profit organizations may accept donations or admission fees for programs by express permission of the Library Board of Trustees.
- No commercial materials may be distributed. There must be no solicitation of names and addresses of program attendees for commercial purposes.
- All organizations, other than departments of Village government, must furnish a Certificate of Insurance to the Director at least one week in advance. This certificate must list the Village of Irvington as additionally insured in the amount of \$1,000,000 per incident.
- If the Library closes in an emergency or for bad weather, all scheduled programs will be automatically canceled and fees refunded, or programs rescheduled.
- Kitchen facilities are limited to preparation of simple refreshments. Renters must supply all cloths, utensils, paper goods and food. Kitchen must be left clean and trash bagged for removal.
- The Library will not store equipment belonging to renters nor supply porter service.

EQUIPMENT:

- The Library can supply chairs, tables, lectern, AV screen and a 55-cup coffeepot.
- The Library has available for use upon application:
 - VCR and projector
 - 16 mm film projector
 - Slide projector
 - Links for computer-slide presentations
 - Piano
- The library requires users of audio-visual equipment to accept responsibility for damage to that equipment beyond normal wear-and-tear. It will provide brief training sessions for those utilizing complex apparatus.

INSURANCE:

- All users, other than departments of the Village government, must furnish a Certificate of Insurance to the Director at least one week in advance confirming existence of the coverage specified in the attached Application form that is part of this Program Room Policy.
- The user shall be responsible to indemnify the Village of Irvington for any applicable deductibles
- Failure to obtain the required insurance coverage for the Village of Irvington shall constitute a material breach of contract and shall subject the user to liability for damages, indemnification, and all other legal remedies available to the municipality
- Any failure of the Village of Irvington to object to the contents of the Certificate of Insurance, or to the user's failure to furnish such Certificate, shall not be deemed a waiver of any or all rights held by the Village of Irvington.