



HENDRICK HUDSON FREE LIBRARY CONSTANCE DYCKMAN COMMUNITY ROOM POLICY

Mission Statement

The mission of the Hendrick Hudson Free Library is to provide access to informational, educational, cultural and recreational Library materials and services in a variety of formats and technologies, and to be responsive to the public Library needs of the community, and to uphold the public's freedom of access to information.

Policy :

The Board of Trustees makes The Community Room available for uses that will enhance the Library's role as an essential community resource. Programs scheduled in the Library's facilities shall not impede the delivery of regular public Library service.

- Permission to use the Community Room does not constitute Library endorsement of the policies, beliefs or goals of the program sponsor, nor shall any advertisement or publicity indicate endorsement or sponsorship by the Library without prior approval of the Board of Trustees or the Library Director.
- The Library Board of Trustees reserves the right to approve or disapprove each application for the use of the Community Room. It may impose added restrictions it deems appropriate for a particular program or use. The Library Director shall be authorized to implement procedures for the use of the Community Room consistent with this Board-approved policy.
- The Board may deny, rescind, or cancel any application when it is deemed to be in the interest of the Library to do so. Failure to observe regulations governing the use of the meeting rooms may result in denial of use in the future.

Regulations and Requirements:

1. The Community Room is scheduled on a first-come, first-served basis and is available at the sole discretion of the Board of Trustees of the Hendrick Hudson Free Library and the Director.
2. Library activities and those the Library jointly sponsors with other organizations will have first priority in scheduling. Where possible, scheduling preference will be given to applicants based in the Hendrick Hudson School District.
3. The Community Room may be made available to non-Library organizations for the pursuit of cultural, educational, informational, non-partisan political activities, and to conduct the organization's business. The Community Room shall not be used for marketing goods and services.
4. Unless approved by the Director, use of the Community Room by an individual or organization shall not exceed two times per month and can be reserved three months in advance.
5. The program applicant is responsible for any and all damages to the Library building and its contents during use. At the time of application, the applicant shall submit proof of insurance coverage with general liability limits of \$1,000,000.00 on a certificate prepared by their insurance provider which names the Hendrick Hudson Free Library as additional insured. Applicants not covered by insurance shall submit the indemnification form signed by two officers.
6. There will be no smoking.
7. Permission to serve refreshments is at the discretion of the Library Director. If permission to serve refreshments is granted, the applicant must provide all supplies, food, paper goods and service utensils.
8. Serving and/or consumption of alcoholic beverages is absolutely prohibited.
9. Existing exhibitions displayed in the Community Room will be closed to the public when it has been reserved for a program. Objects on display may not be moved or disturbed.
10. Any furniture, equipment, or materials (collectively, "Additional Equipment"), brought into the building for the applicant's program is the responsibility of the applicant and must have prior approval of the Library Director. The Library assumes no responsibility, whatsoever, for any property placed in the Library in connection with applicant's program. The applicant agrees that the Library is expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained during or by reason of a program or the Additional Equipment used during the program held on the Library's premises.
11. Use of the balcony is subject to the discretion of the Library Director.
12. The applicant must restore the premises and equipment to their original condition immediately after they have been used with all trash bagged for removal and left in the kitchen. Please make use of the recycle bins.
13. Applicant must set up and re-stack tables and chairs.
14. Program publicity is the applicant's responsibility, though the Library may include program notices in its regular publication and on its website.
15. Attendees' information for future mailing list use is prohibited.
16. Applicant must announce fire exits prior to start of the meeting/program.
17. Applicant shall ensure that, in connection with the use of the facility, all fire safety regulations are honored, including but not limited to restrictions on the number of occupants (125) permitted in the Community Room.

Application Process:

1. An application must be made in writing on the official application form and submitted along with the indemnification form to the Library. An application cannot proceed without an applicable certificate of insurance or an indemnification form. The Library reserves the right to require insurance for an event.
2. A “reserved” date must be established over the phone prior to application submission, but the date is not final until the application form is received and approved by the appropriate Library staff.
3. Should you need to cancel your reservation, please notify the library in a timely manner.
4. Applications must be signed by an authorized officer of the organization or business requesting use of the Community Room. If applicant is an individual (s)he must agree to be financially responsible for the event and Library facility. If the applicant is a youth group or organization, a responsible adult over the age of 25 years must co-sign application. Applicant must agree to have an authorized adult representative in attendance who shall supervise all persons upon the premises to ensure that the event is conducted in a safe and orderly manner and that no one engages in unlawful or improper conduct.
5. Room-use fees should be paid at the time the application is approved but no later than one week prior to the program/event.
6. Applicant must agree to accept full responsibility for the facilities and to comply with all policies and regulations governing use. This binds the applicant and organization, if any, to hold harmless, defend and indemnify the Hendrick Hudson Free Library from and against any and all claims of injury, death and/or property loss or damage arising from any condition of the premises or any acts or omissions of the applicant or organization or others in connection with the program or event.
7. The applicant is liable for any damage done to the premises, its furnishings or equipment.
8. If the Library closes during an emergency, all scheduled activities are automatically cancelled and fees refunded or activities rescheduled. The organization should call the Library at (914) 739-5654 to confirm and listen to local radio stations.

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board.

Adopted by the Library Board of Trustees 7.14.04
Last Revision 4.27.09

FEE CATEGORIES

APPLY TO BOTH DURING AND AFTER LIBRARY HOURS

1. **GENERAL PUBLIC EVENTS** (publicity to Library 2 weeks prior to the event)
 - a. Sponsored or cosponsored by the Library
(1) No fee
 - b. Presented by non-profit organizations
(1) \$25
 - c. Presented by business, professional or other for-profit organizations
(1) \$50

2. **EVENTS NOT OPEN TO THE PUBLIC**
Hendrick Hudson School District seminars are exempt from fees, except for personnel fees for use when the Library is closed.
 - a. Presented by non-profit organizations
(1) Fee - \$50
 - b. Presented by business, professional, or other for-profit organizations
(1) Fee - \$75

3. **EVENTS FOR WHICH PROVIDERS CHARGE A PROGRAM FEE**
 - a. Fee - \$100.00

Library Hours:	Mondays thru Thursdays	9:00 am - 8:00 pm
	Fridays & Saturdays	9:00 am - 6:00 pm
	Sundays (Sept - June)	1:00 pm - 5:00 pm

Use of the Community Room may begin prior to Library hours, on weekdays beginning at 7:00 am, on Saturdays at 9:00 am, and on Sundays at Noon. Users must leave by 10:00 pm. For use of the Community Room either before or after Library hours, a Library staff member is required to be in attendance. The personnel fee is \$35.00 per hour or any part of an hour.

Special room set-up or custodial services before or after the event are available for \$25.

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Adopted by the Library Board of Trustees 7.14.2004
Last Revision 5.21.07

COMMUNITY ROOM EQUIPMENT AVAILABLE:

Equipment	12 tables 3' X 6' - 8 per table 4 round tables - 4' diameter - 5 per table 120 stackable chairs *From children's room - 4 tables 6' x 3' - 8 per table *From children's room - 30 stackable chairs *The items from the children's room are lower in height. (If seating at tables is required, the maximum available is 120 using the children's room tables & chairs.) VCR DVD Player Television-52" wall mount with multiple media hookups Computer/Internet T-1 data connections (wireless facility) Microphones and sound system Wireless microphone Lectern Slide projector Projection screen Easel flip chart with dry erase markers Alley kitchen with refrigerator and microwave 1 coffee pot (55 cup) 1 coffee pot (36 cup) 2 insulated beverage server (5 gallon) 1 insulated beverage server (3 liter)
Capacity	125

Adopted by the Library Board of Trustees 7.14.04
Last Revision 4.27.09



HENDRICK HUDSON FREE LIBRARY
 185 Kings Ferry Road
 Montrose, NY 10548
 Telephone: 914.739.5654
 Fax: 914.739.5659

COMMUNITY ROOM APPLICATION

Applicant/Organization _____

Program Description/Meeting _____

Reservation Details:

Date _____ Time _____ am/pm to _____ am/pm

Expected Attendance: Adults ___ Young Adults ___ Children ___

Authorized representative completing the application:

Name _____ Title _____

Home Address _____

Home Telephone _____

E-mail Address _____

Business Address _____

Business Telephone _____

Please check the form submitted as required by The Community Room Policy:

Certificate of Insurance _____ Indemnification form _____

Do you require room set up/break down? (\$25 fee)

Yes Boardroom ___ U-Shape ___ Classroom ___ Theatre ___ Other ___ (please attach)

No Party responsible for set up, break down and cleanup.

Do you require use of the flat screen television?

Yes Please contact Jenny Kolesar at ext. 311.

No

Agreement

I hereby apply for use of meeting room space as specified above and agree to the policies, procedures, and regulations and requirements as set forth in The Community Room Policy, a copy of which I acknowledge that I have received, read, and understand.

For the Applicant/Organization

For the Library

Signature

Signature

Print Name & Title

Title

Date

Date

Fee _____ Received _____

Adopted by the Library Board of Trustees 7.14.04
 Last Revision 4.27.09



**INDEMNIFICATION FORM FOR USE OF THE
HENDRICK HUDSON FREE LIBRARY COMMUNITY ROOM**

In consideration of our being permitted to use The Community Room of the Hendrick Hudson Free Library on _____, we, individually and as officers of _____, agree, jointly and severally, to defend, indemnify and hold the Hendrick Hudson Free Library, its Trustees, Director, and Staff free from and harmless against any and all damages, suits, claims, demands, liabilities, costs and the like (including reasonable attorney's fees) arising out of or relating, directly or indirectly, to our use of the Library in connection with the accompanying application.

Dated at Montrose, New York on _____

Organization _____

Officer: Signature _____

Title _____

Print Name _____

Officer: Signature _____

Title _____

Print Name _____

Adopted by the Library Board of Trustees 7.14.04
Last Review 5.21.07