

Policy: Meeting Rooms

Meeting rooms are available for:

- Library Programs;
- Meetings sponsored by City departments, Library-related organizations, and open public hearings sponsored by elected public officials;
- Rentals by organizations for civic, cultural, intellectual or educational purposes. For the purpose of this policy, for-profit companies do not qualify as organizations.

Priority in use of meeting rooms is given to Library programs.

Meetings must be free and open to the public.

The provision of meeting room space is not the primary mission of the Library, and must always be subordinate to the need to provide a safe, peaceful, and respectful environment for Library patrons. No use of meeting rooms that is likely to disturb Library patrons in their customary use of Library facilities, impede Library staff in the performance of their duties, or endanger the Library buildings or collection will be approved or permitted.

Meeting rooms are available from 9:30 a.m. until the Library closes. There is a fee for overtime use of the Library (see “Meeting Room Charges”).

Rentals may be booked on an occasional basis, no less than one month and no more than four months in advance. Rooms may not be reserved for regular meetings, (i.e. weekly, monthly, etc.).

Reservations for meeting rooms are made through the Library’s Meeting Room Coordinator (422-1493). Applicant must be an authorized adult representative of organization requesting room. Return of written application for room use confirms room rental. 50% of room rental fee is due and payable with written Application and is non- refundable. Bill for balance is rendered and due and payable after the meeting.

To cancel a room reservation, the organization renting the room must notify the Meeting Room Coordinator by telephone as soon as possible before the meeting date. **If the Library closes due to an emergency (e.g., weather),** all meetings are canceled. The Library will inform the media about closings. The applicant has the option to reschedule the meeting.

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. Meetings must be conducted in such a way as to not disturb Library operations.

Rooms may not be engaged for profit-making, commercial or fund-raising purposes, or by individuals. No promotional materials to solicit business may be distributed at meetings.

Rental of meeting rooms does not imply endorsement of the organizations 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. Except as a designation of location, the name of the Library may not be used in any publicity related to the use of meeting rooms, nor may the Library's telephone number be placed on any publicity. The name, address, or phone number of the Library may not be used as the official address or headquarters of any organization except those affiliated with the Library.

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.

Smoking, and alcoholic beverages are prohibited.

For an additional fee (see "Meeting Room Charges"), the Library will brew and have ready by meeting start: one urn of regular or decaf coffee and one urn of hot water. The organization renting the room is responsible for bringing milk, sugar, cups, stirrers, tea bags and any other related items. The Library does not stock these items, and is unable to provide them.

The Library does not supply porter service or storage space for supplies and equipment.

The Library has limited maintenance and systems staff and cannot guarantee that room changes on the day of the meeting can be accommodated.

Rooms must be left neat and in good order. Trash must be disposed of in refuse containers provided.

Failure to abide by these rules may result in cancellation of a room reservation and denial of future applications to rent space.

For additional information, please contact:

Library Meeting Room Coordinator Phone: (914) 422-1493 Fax: (914) 422-1462