

MEETING ROOMS

POLICY STATEMENT

Meeting rooms are available for:

- a. Library Programs;
- b. Meetings sponsored by City departments, Library-related organizations, and open public hearings sponsored by elected public officials;
- c. 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.

Meeting rooms are available from 9:00 a.m. until 15 minutes before the Library closes. There is a fee for overtime use of the Library (see “Meeting Room Charges”). Meeting organizers may arrive at 8:30 a.m.

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. 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 or violate the Library’s Code of Conduct. The Library reserves the right to not rent a meeting room to an organization with a history of inciting disturbance or violence.

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.

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POLICY STATEMENT, cont.

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 *is 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.

Refreshment Service. Groups must contract with the on-premises Everyday Healthy Café for any catering needs at 914-422-6962.

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.

Any organization denied the rental of a meeting room may request a hearing from the Library Director or designee thereof.

For additional information, please contact:

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

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MEETING ROOM CHARGES

	<u>4 HOURS</u> (or any part thereof)	<u>OVERTIME</u> (Per hour, or any part thereof after Library closing)
<u>AUDITORIUM</u>		
Capacity to 125. Set up theater style, table on stage for speakers, table microphone, lectern & microphone, two tables in back	\$200	\$125
<u>ROOM A</u>		
Capacity to 20. Set up conference style, chairs and tables	\$75	\$125
<u>ROOM B</u>		
Capacity to 50. Set up theater style with 2 tables in back	\$165	\$125
<u>GALAXY HALL/GALLERY</u>	\$150 by special arrangement only	
<u>TECH SUPPORT</u>	\$150	\$150

EQUIPMENT CHARGES

Please note: The Library's piano is not available for use by outside organizations.

DVD PLAYER	\$20
HD PROJECTOR (LAPTOP INCLUDED)	\$50
LCD TV (LAPTOP INCLUDED)	\$50
PHONE CONFERENCING	\$25
PODIUM OR LECTERN WITH MIC	FREE
SOUND SYSTEM	FREE
SCREEN	FREE
MICROPHONE (UP TO THREE WIRED)	FREE

Revised & Adopted by the
 White Plains Library Board of Trustees on: 4/19/00, last rev. date 5/11/16
 fees revised 5/11/16; revised 12/13/17; revised 6/13/18; revised 7/11/18
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