



THE MOUNT KISCO PUBLIC LIBRARY REQUEST FOR MEETING ROOM USE

To request use of a meeting room:

- 3 Read & sign the Meeting Room Policy and Guidelines (attached)
- 3 Complete the Request for Meeting Room application below
- 3 Submit completed application by mail to the Mount Kisco Public Library, 100 East Main Street, Mount Kisco, NY 10549, in person, by Fax to 914-666-3899 or via email to scoppola@mountkiscopubliclibrary.org
- 3 **Payment for room rental and Security Personnel is due in full within five (5) business days of confirmed rental or the reservation may be cancelled.**

Questions may be directed to the Library Director or Business Manager at 914-666-8041.

FOR LIBRARY USE ONLY

On calendar _____
Confirmed _____
Insurance _____
Security needed _____
\$ Due Room _____
\$ Due Security _____
Paid _____
PR Approved _____

Date of Application: _____

Name of Organization: _____

Date of Meeting: _____

Time Needed: _____

Actual Event Time: _____

Estimated Attendance: _____

Room Requested: Community Room (capacity 138) ☐ \$200 for 4 hours

Conference Room (capacity 20) ☐ \$100 for 4 hours

Security Deposit (refundable) ☐ \$150

Public Event/Program: ☐ Private Event/Program: ☐

Briefly describe the purpose of your meeting: _____

Room set-up: auditorium style ☐ other ☐ explain
classroom style ☐ _____

List equipment, supplies, and refreshments being provided by group: _____

Contact person (please print):

Name: _____

Email: _____

You will receive an email confirmation regarding meeting room availability

Phone: _____

Fax: _____

By signing below, I am acknowledging I have read and understand the policies & rules for the use of the meeting rooms and facilities of the Mount Kisco Public Library.

Name: _____ Signature: _____
(please print)

POLICIES & RULES FOR THE USE OF THE MEETING ROOMS & FACILITIES

The meeting rooms of the Mount Kisco Public Library are primarily for programs sponsored by or use by the Mount Kisco Public Library, Village of Mount Kisco, Friends of the Library, Library Foundation, or Library Board of Trustees. When the rooms are not needed for these organizations, they may be used by other local groups, on a first-come first-served basis.

Meeting Room Rules

The library will schedule non-Library meeting room use after the needs of the library have been met.

Meetings held in Library meeting rooms must not disturb Library operations or interrupt regular duties of the library staff. The library reserves the right to stop meetings that are disruptive to Library operations. Groups that disturb Library operations may be denied future use of meeting rooms.

All meetings during Library hours, except those sponsored by the Mount Kisco Public Library, Village of Mount Kisco, Friends of the Library, Library Foundation, or Library Board of Trustees, must be free of charge.

Applications for meeting rooms must be submitted by a person aged 18 or over.

Library meeting rooms shall not become the regular place of business or operations of any third party and no organization utilizing the meeting rooms shall advertise or represent its base as the library. Meeting Rooms shall not be used for regularly scheduled meetings of any group if those meetings take place more frequently than twenty (20) times in a twelve-month period.

Events occurring during Library business hours must end thirty (30) minutes before the library closes, unless prior arrangements have been made with the library to hire Security Personnel.

The library is not responsible for equipment, supplies, materials, or other items owned by a group and cannot provide storage for any group.

Fire regulations prohibit more than 138 people in the Community Room, 99 people with chairs only, or 46 people if tables and chairs are set-up. The Conference Room accommodates up to 20 people.

Smoking is strictly prohibited on Library premises, including the exterior deck.

Light refreshments may be served, and the sponsoring group is responsible for cleanup and trash disposal. Plastic trash bags will be provided upon request. Garbage should be removed from the building. The library does not provide serving supplies or cooking facilities. The group reserving the room will be responsible for all costs due to damage and additional cleaning of the facilities.

No balloons, candles, glitter, birdseed, confetti, or rice may be used inside the library.

The library reserves the right to reject or cancel any application. Cancellation will result if an organization has abused its privileges as determined by the library, including, without limitation: disruptive behavior, vandalism, theft, failure to appear for a scheduled meeting, failure to pay for reserved meeting room space and/or failure to exit the building on time.

The library reserves the right to cancel or change the location of any meeting if circumstances require and will make every effort to give at least a 24-hour notice of cancellation or change. The library reserves the right to cancel meetings due to acts of nature or situations warranting an emergency Library closing. The contact person listed on the meeting room application will be notified if such cancellations occur.

The Mount Kisco Library Board of Trustees further incorporates into this Meeting Room and Facilities Usage policy Article VI of the American Library Association's 'Library Bill of Rights'.

The granting or denial of any permission to use any rooms within the library shall not constitute the Library's endorsement or disapproval of the policies, beliefs or goals of the program sponsor.

Fees for Meeting Room Use

A fee of \$200 will be charged for use of the Community Room and \$100 for the Conference Room for up to 4 hours' use. Each additional thirty (30) minutes will result in a cost of \$50 for the Community Room and \$25 for the Conference Room. Payment for room rental and Security Personnel is due in full within five (5) business days of confirmed rental and no later than five business days prior to the event, or the reservation may be cancelled. Payments must be made via check to the Mount Kisco Public Library.

A refundable security and cleaning deposit in the amount of \$150 is required at the time the rental payment is made. The security deposit will be returned within five business days upon inspection of the room if restored to the original state. If the room is left unclean or damaged, the deposit will be forfeited and the applicant will be charged for any costs above the deposit to restore the room to its original state.

Arrangements for Security Personnel for meetings outside regular Library hours may be accommodated at an additional fee of \$30 per hour. For after-hours events, Security will be scheduled fifteen minutes prior to closing. Security Personnel will be paid for the full amount of time booked on the application. Security Personnel will be paid in fifteen (15) minute increments if the event goes over scheduled time. If the event goes over the scheduled time, an additional check for the remaining payment must be left with Security Personnel.

No refunds will be issued unless cancellation is within five (5) business days of the scheduled event. Cancellations must be in writing.

The Director will review all applications and may seek additional information as deemed necessary. The Library Board of Trustees reserves the right to review all applications for use of the library meeting room space and will provide an interpretation of this policy and its enforcement.

Insurance and Liability

The Mount Kisco Public Library assumes no responsibility whatever for any property placed in the library in connection with a program and the organization agrees that the library is expressly released and discharged from all liability for any loss, injury or damage to persons or property which may be sustained during or by reason of a program held on the library's premises. The sponsor of any group meeting in the library shall be liable for any damage to Library property.

Use or rental of the Community Room or Conference Room or other facilities of the Mount Kisco Public Library will only be permitted where the organization provides a current Certification of Liability Insurance with minimum coverage of \$1,000,000 bodily injury and \$500,000 property damage naming the Village/Town of Mount Kisco and the Mount Kisco Public Library as additional insureds. For individuals, groups, and organizations without certificates of insurance, insurance for a one-time use or rental of the facilities can be purchased by contacting Brown and Brown Insurance Service Inc, the provider of insurance for the Village/Town of Mount Kisco, via telephone at 845-628-4500.

Parking

There is no free parking available at the library. Metered parking is available in Shoppers Park, across the footbridge or on the street.

Publicity and Marking of Events

The library does not provide publicity for outside groups. All publicity and promotional materials for a sponsoring organization's program, event or exhibit must include a statement that the activity is open to the public (if it takes place during library hours). Publicity must not state that the event is sponsored by the Mount Kisco Public Library. All publicity and promotional materials prior to printing must be sent to Library for approval by the Director.