

# THE NYACK LIBRARY

## MEETING ROOM POLICY

Approved by the Board of Trustees on March 14, 2011

### Section 1: Statement of Policy:

The Nyack Library subscribes to Article VI of the Library Bill of Rights which states that facilities should be made available to the public of the Library's service area on an "equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Subject to the conditions stated in this policy.

The Nyack Library regards the availability and use of its Meeting Rooms as an integral part of its service to the residents of the Nyack School District. We welcome the public use of our meeting facilities in keeping with the Library's mission "to inform, enrich and empower every person in our community by creating and promoting easy access to a vast array of ideas and information, and by supporting an informed citizenry, lifelong learning and love of reading."

It is the policy of The Nyack Library Board of Trustees to allow organizations and groups use of Library meeting rooms, when those facilities are not needed for administrative use, activities, or programs sponsored in whole or in part by the Library, and when such use is not disruptive of the programs and activities of the Library. Such permission is revocable and does not constitute a lease. The Nyack Library reserves the right to deny applications for use based on the availability of space, availability of staff, or frequency of use. Permission to use a Library meeting room does not imply Library endorsement of the aims, policies, or activities of any group or organization.

The Nyack Library does not discriminate in making its premises available for use on the basis of age, race, color, religion, sex, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry, or the presence of any sensory, mental or physical disability. This policy is consistent with New York State Education Law.

The use of the Library meeting rooms and facilities will be granted on a "first come, first served" basis, booked in advance. In the event of a conflict in scheduling, the Library will permit access in the following order of priority:

1. Events sponsored by the Library.
2. Events co-sponsored by the Library with other community organizations or individuals, such as the Friends of The Nyacks.
3. Events sponsored by local governmental organizations that involve the public health, safety and/or welfare.
4. Events sponsored by community organizations or individuals that are in keeping with the Library's goals and are in the educational, social and/or cultural interest of the general public.
5. Membership meetings of local educational, cultural and social organizations.

6. Events sponsored by commercial or for-profit organizations, or sponsored solely by non-local organization(s) or individuals.

## **Section 2: Eligibility**

The Nyack Library's meeting rooms may be used for meetings, programs, and conferences. Rooms may be used for public or private meetings, presentations, press conferences, and meal functions. Fees vary room by room, and rates are lower for non-profit organizations.

\*Definition of Not-for-Profit: An incorporated, established organization, with a 501(c)(3) status, which exists for educational or charitable reasons, and from which its shareholders or trustees do not benefit financially.

\*\* Nyack-School District-based organizations shall be defined as those groups with their official organization and mailing address within District, or who derive 60% or more of their membership from within the District.

## **Section 3: Spaces Available:**

The following Meeting Rooms are available:

**Community/Meeting Room** with kitchen  
**Board/Conference Room**  
**Educational Classroom**  
**Tutor/Activity Room #1**  
**Tutor/Activity Room #2**

These rooms have limited availability due to use by the library:

**Carnegie Room**  
**Children's StoryTime & Craft Room**  
**Teen Room** (Only available 10am to 2pm during the school year)  
**Classics Room**

**Diebold Garden** (Exterior/adjacent Community/Meeting Room)

Other spaces may be available on a very limited basis.

## **Section 4: Charges for Meeting Space:**

**CATEGORY ONE:** Free use during normal hours; minimum charges before/after normal hours. (Meetings must be free and open to the public).

- Governmental meetings (Local, State and Federal + Nyack School District)
- Nyack-based community groups & Nyack-based non-profit organizations

**CATEGORY TWO:** Reduced rates during normal hours

- Nyack-based community groups & Nyack-based not-profit organizations holding a meeting closed to the public.
- Outside-district community groups and nonprofit organizations.
- Any Non-commercial use that is open to the public.

**CATEGORY THREE:** Regular rates

- Commercial Use
- Private Use

**Security Deposits:** Security Deposit Fees are deposits against late cancellations, damages, losses and overtime charges. Any request for the use of library facilities must be confirmed by a refundable security deposit at the time of registration of the scheduled event.

**Waiver of fees:** The Library reserves the right to waive fees for groups or individuals whose activities provide direct benefit to the Library. Any appeal for waiver of fees may be made to the Library Director prior to finalization of the reservation.

**Section 5: Insurance Requirement:**

The Library reserves the right to require a Certificate of Insurance in the amount of \$1,000,000. Combined Single Limit of Liability for Bodily Injury and Property Damage is required, with the Nyack Library listed as additional insured. Any event that includes alcohol must submit an Certificate of Insurance showing an alcohol rider, with the library listed as additional insured.

**Section 6: Other Terms:**

1. All use of our meeting rooms must adhere to our general rules and conduct and behavior. The Library Director may require any Application be submitted to the Board of Trustees for prior review, and may require additional supporting information to be provided.
2. Publicity for all events is applicant's responsibility. The following statement must be included in all promotional flyers and publicity notices: "This program is neither sponsored by nor affiliated with The Nyack Library."
3. The fact that a group is permitted to use a Meeting Room does not in any way constitute an endorsement of the group's policies or beliefs by the Library.
4. The Library reserves the right to impose limitations on the frequency of use of the Meeting Rooms by an organization.
5. The Events and Hospitality Coordinator, in consultation with the Library Director, is authorized to determine the appropriate use of the room. In case of denial of use, appeal may be made in writing to the Library Board of Trustees. The decision of the Board of Trustees will be final.
6. The library's custodial services will prepare the room according to what has been arranged in advance, but applicants are responsible for maintaining reasonable order to its original condition

after completion of the scheduled activity. In the sole discretion of the Library Director or designee, if clean-up by library staff is deemed to be excessive the applicant will be billed for the costs of extra cleaning.

8. The Library Director and the Board of Trustees reserve the right to cancel an event with notice, in their sole discretion, in the event of a building emergency or other emergency, or due to inclement weather. In the event of such cancellation, security deposits will be returned. Applicant agrees to waive any claim for damages due to such cancellation.

9. This policy is subject to periodic review and revision by the Board of Trustees. In appropriate circumstances, advance exceptions to this policy may be authorized by the Board of Trustees. The Board of Trustees reserves the right to review and reject any application.

### **Section 7: Use of the Library by Tutors:**

The Nyack Library recognizes the benefit to the students and parents of the community for tutoring to be allowed within the Library. The rooms are available for children living in the Nyack School District free of charge. Volunteer tutors who are providing an unpaid service for adults will also not pay any fee. Official Nyack School District tutors will not pay any fee for services to Nyack children.