

Meeting Room Policy and Procedure

Section 1: Statement of Policy

Nyack Library subscribes to Article VI of the American Library Association Library Bill of Rights, which states that facilities should be made available to the members of the public that the library serves on an “equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” This availability is subject to the conditions stated in this policy.

Section 2: Use of Library Facilities

The Library has priority use of all rooms as needed to conduct library programs and business. After that, the use of the Library meeting rooms and facilities will be granted on a "first come, first served" basis. The use of any rooms must be booked in advance. Groups can book the Community Meeting Room up to four times per year and the Creative Lab up to eight times per year.* In the event of a conflict in scheduling, the Library will permit access in the following order of priority:

1. Non-profit organizations based in the Library Chartered Service Area.
2. Local civic, community, or educational organizations and other groups whose purpose is non-commercial and non-profit and whose organizers reside in the Library Chartered Service Area.
3. Non-profit organizations based outside the Library Chartered Service Area that provide services to the residents of the Library Chartered Service Area with proof of 501(c)(3) status.
4. Governmental agencies.
5. For-profit or commercial groups headquartered in the Library Chartered Service Area.
6. Residents of the Library Chartered Service Area who can also demonstrate substantial participation by residents of the Library Chartered Service Area.

*Local non-profit groups may use Library space for an event or a meeting free of charge. After the allotted usage, groups will be charged a 50% discounted hourly fee. All other groups will be charged the full fee for use.

By utilizing the Library’s meeting spaces, local non-profit groups agree to collaborate with Nyack Library and make Library materials (for programs and/or Library services) available at their institutions. These groups will also share photos

and/or stories about these coordinated events on social media.

Rooms must be booked at least three days in advance but no more than three months in advance.

Large-scale meetings and events (programs/private gatherings) involving more than 30 people must be booked at least one month in advance. Please allow five days for the Library to review large-scale requests.

Section 3: Library Spaces Available

ROOM*	MAXIMUM CAPACITY	AVAILABLE HOURS	FEE PER HOUR	FOOD/ DRINK PERMITTED	AV CAPABILITIES **	ADVANCE REGISTRATION REQUIREMENT	INSURANCE REQUIRED
Community/ Meeting Room with kitchen	101 max theater 80 at tables 50	Open hours *After hours upon review	\$150	Possible upon review	✓	✓	✓
Trustees' Conference Room	8	Open hours *After hours upon review	\$75	✗	✗	✓	✗
Makerspace/ Creative Lab	15	Open hours *After hours upon review	\$100	✓ only snacks	✓	✓	✗
Tutor/Activity Room #1 Rotary	6	Open hours	Free for students/non-profit use. \$25 for businesses or tutors who charge a fee.	✓ only snacks	✗	✓	✗
Tutor/Activity Room #2 Weiss	4	Open hours	Free for students/non-profit use. \$25 for businesses or tutors who charge a fee.	✓ only snacks	✗	✓	✗
Carnegie-Farian Room (No discount applied)	100 concert 25 Reading Room	Only after public hours	\$450	Possible upon review	Possible upon review	✓	✓

*Non profits receive a discount on all rooms except Carnegie-Farian Room

**Use of AV equipment in any rentable space must be approved or operated by a staff member.

- Non-profit groups from the Library Chartered Service Area may rent a room for free only during the hours the Library is open. A fee will be charged for the use of Library space after regular Library hours.
- All programs must be free of charge.
- Non-profit organizers outside the Library Chartered Service Area will receive a 50% discount for room rentals during regular Library hours. After-hour rentals will be at full price.

Section 4: The Rental Process

Room reservations are made by submitting a request at www.nyackLibrary.org/rent-a-room.html.

After the initial consultation, a seven-day hold can be placed on the space. A 20% deposit must be made by credit or debit card or check (payable to Nyack Library) during those seven days to continue with the hold and the event process.

The balance of any payments must be paid in full before or on the event date.

In case of closures or cancellations initiated by the Library, fees will be refunded. If a renter has to cancel its reservation, fees will be refunded if the Library has not incurred any expenses, including staff time, due to the reservation. Piano tuning fees will not be refunded.

Section 5: Other Terms

1. The Library reserves the right to require a Certificate of Insurance for \$1,000,000. A combined Single Limit of Liability for Bodily Injury and Property Damage is needed, with Nyack Library listed as an additional insured.
2. All users of our meeting rooms must adhere to our Patron Behavioral Policy and general rules of conduct and behavior. The Library Director may require any application to be submitted to the Board of Trustees for review and approval. Additional supporting information may be required. The Library Director reserves the right to regulate the rules and expectations of room use.
3. As a general rule, the serving or consumption of alcohol is not permitted in the Library. This includes during meetings or events held in spaces rented by outside groups. Any exceptions to this policy must be approved in advance by the Library Director and will be permitted only under strict guidelines set by the Director.
4. Room reservations are dependent on staffing availability and set-up and breakdown requirements.
5. Applicants are responsible for publicity for their event. All promotional flyers and publicity notices must include the following statement: "This program is neither sponsored by nor affiliated with Nyack Library."
6. The Library does not endorse a group's policies or beliefs by permitting it to use a Meeting Room. Meeting space at the Library is open to organizations,

groups, and individuals engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, professional, or political activities.

7. Library facilities may not be used for the sale of goods or services, to promote services for which there is a charge, or to solicit donations. This provision does not apply to programs or sales conducted by the non-profit Friends of Nyack Library group if their proceeds are intended to benefit the Library. In addition, authors conducting book talks and musicians/vocalists performing at the Library may offer their books or music for sale to attendees of their programs.
8. The Library staff responsible for managing Library space and meeting room applications will determine the appropriate room use in consultation with the Library Director. If an application is denied, the applicant may appeal in writing to the Library Board of Trustees. The decision of the Board of Trustees shall be final.
9. The Library Director and the Board of Trustees reserve the right to cancel an event, in their sole discretion, in the event of inclement weather, a building emergency, or any other emergency. In the event of such a cancellation, all security deposits will be returned. The applicant agrees to waive any claim for damages due to such cancellation.
10. The Library will prepare the room according to what has been arranged with the applicant. Library property should only be moved with permission from Library staff. Applicants are responsible for returning the room to the same condition after completing the scheduled activity. At the sole discretion of the Library Director, the applicant may be billed for extra cleaning if the Library staff deems the necessary clean-up to be excessive.
11. Library staff program managers are available and may be required to assist with the use of library-owned AV equipment, to assist with crowd control, or for other uses. The fee for program managers is \$25 per hour. AV equipment used in any Library space must be approved and/or operated by a staff member.
12. The use of the Library's piano must be arranged in advance. Additional fees apply to the use of the piano.
13. The failure to comply with the policies and provisions of this Meeting Room policy or to comply with staff directives can result in a suspension period during which the event organizer may not reserve or otherwise utilize Library meeting room spaces. The duration of such suspension shall be determined based on the severity of the infraction but shall be at least three

months. Event organizers may appeal such a suspension to the Board of Trustees.

14. By submitting a Room Rental Request Form, an applicant acknowledges that they have read and understood this policy and agree to comply with its terms.

Approved by the Board of Trustees on March 14, 2011

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