

Mamaroneck Public Library District Meeting Room Policy

Statement of Policy:

The Library has two meeting areas:

1. A meeting room for groups up to 60 people.
2. The Young Adult area of the Library for groups up to 15 people.

The meeting space is to be used for the benefit of the Library and the enrichment of the community. Priority for the use is given in the following order:

1. Programs and events sponsored by the library.
2. Programs sponsored by or in cooperation with the Friends of the Mamaroneck Public Library.
3. Mamaroneck residents and Mamaroneck based organizations.

The Meeting Room may be used, free of cost, by non-profit individuals or groups engaged in cultural, intellectual, charitable or civic pursuits. There is a \$40 fee for groups staying past closing time, as the custodian must return to lock the building. This fee must be paid at least three weeks in advance of the program. Failure to do so will result in the cancellation of the reservation.

Fees for participation or admission (including suggested donations) may not be charged. The serving of food or beverages must be cleared by the Director or Board.

The room is available for use on the following evenings: Monday, Tuesday and Wednesday. Meetings continuing after closing time must end by 10:00 p.m. The room is also available during library hours, Thursday through Sunday.

The Meeting Room may be used for a fee for events or functions as determined by the Library Board of Trustees.

The Young Adult area may be used for informal, non-commercial activities when the meeting room has been previously booked. The conditions for use, noted above, apply to the Young Adult area.

If the library closes during an emergency, such as a storm, all scheduled activities will be automatically canceled and fees refunded or activities rescheduled.

All announcements, press releases, flyers, etc. relating to meetings must be approved by the Director or Meeting Room Coordinator. The use of the meeting space does not constitute the Library endorsement of an organization's policies or beliefs.

The Board of Trustees reserves the right to pass upon all applications for use of the room and may impose such added restrictions as it may judge appropriate for a particular use or program.

The Board of Trustees reserves the right to cancel or suspend any meeting held by a group or organization that violates the rules and regulations, or for any other reason.

Application Procedure:

Applicants may contact the Meeting Room Coordinator at 698-1250, ext. 31, to request meeting room use. Forms are available from her. Three weeks notice is required. A certificate of insurance may be required.

Use of the Facilities:

1. Smoking is not permitted in the building. Permission to serve alcohol must be requested in writing and received from the Library Director at the time of application.
2. The sponsor is responsible for restoring the facility to its original condition immediately upon completion of the scheduled activity. This includes cleaning the meeting room, putting away tables and chairs, disposing of trash, etc.

Financial Responsibility, Waiver of Negligence and Indemnifications:

Any person, group or organization sponsoring use of the facilities must assume financial liability for any damage incurred during its use.

The Mamaroneck Public Library District, its employees and Trustees assume no responsibility whatever for personal injury or damage to personal property in connection with a program and the organization agrees that the Library District is expressly released and discharged from any and all liability for negligence or tort causing 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 and the person, group or organizations agrees to indemnify the Library District and hold it harmless against all loss including attorney's fees.

March 1, 2006 approved Library Board of Trustees