

# Meeting Rooms and Event Spaces

The Mamaroneck Public Library regards the availability and use of its meeting rooms as an integral part of its service to the community.

The Library has a number of spaces that are available for private meetings or events.

## Spaces Available at No Cost

The Historical Society Room (back of main lobby) and the Study Room (left hand side of Reading Room) are private, enclosed spaces that can be reserved by the hour for quiet study or small groups free of charge. Arrangements can be made with the circulation desk (Historical Society Room) or Reference desk (Study Room).

The following guidelines apply

- Patrons must have their library card or valid ID to reserve the rooms.
- Reservations can be made in person or on the phone. If made on the phone, a valid Mamaroneck Public Library card or ID must be shown when arriving to use the room.
- Library staff will schedule patrons first come, first served.
- A session is for 1 hour; if no other patron is waiting to use the space, the hour can be extended to a maximum of 2 hours.
- Library staff will track the time used.
- When required, a key to the room can be picked up at the reference desk; the patron is responsible for returning the key to the reference desk.
- The patron who makes the reservation for the room assumes financial liability for any damage incurred during its use and ensures it is left in a clean state as it was when they arrived.

## Spaces to Rent

The following spaces are available to rent during the Library's regular operating hours. Arrangements can be made for use outside of regular operating hours, but additional fees will be charged; these fees will be disclosed at the time of reservation. If overtime is required, which may include time for additional cleaning, if required, the cost will be included in the contract. Please contact the administration office of the library for additional information and to inquire about room capacity and maximum occupancy.



- Community Room (basement level) with attached kitchen, 70 people seated, maximum occupancy 145.
- Program Room (basement level) with a sink and counter space.
- Outdoor Patio (main lobby level)
- Young Adult Room (limited availability, not to interfere with normal operation of library)
  - Audio visual is available by arrangement with the Library staff, please inquire if this is required.

**Rental Rates**

Non-Profit organizations	\$50/hror pro rata in 30 min intervals
All other	\$125/hror pro rata in 30 min intervals

Application for rental of meeting spaces is available on the Library’s website or in the Administration Office. Applications will be processed in order of their receipt.

The Library reserves the right to impose limitations on the frequency of use of the rental spaces by an organization. In general, spaces may **not** be reserved for “regular” meetings (ie. weekly, monthly) with the exception of Library programs and school programs.

The Following Guidelines Apply:

- Religious organizations are able to schedule meetings or events, but may **not** hold worship or instructional service at the public library.
- Admission fees may **not** be charged by any group renting library spaces.
- Library spaces may **not** be used for fundraising activities, except those being held by the Library itself.
- The regular functions of the Library and limited disruption to patrons are prioritized.
- Authors and performers who rent space and wish to sell books, CDs or other materials must seek the permission of the Library Director.
- Food and drink may be served at events and meetings. Alcohol, limited to beer and wine, may be served with the permission of the Library Director.
- Permission to use library spaces does not mean an endorsement of the renters’ policies or beliefs.



- Program publicity is the responsibility of the renter. Non-library affiliated renters may not use the Library's address and phone number as their own or for information about their meeting/event.
- Events or meetings that include children must follow the policy of the Library regarding unaccompanied children covered in the Children's Room Policy.
- Renters are responsible for leaving the room in good condition. Any trash should be bagged and ready for removal.
- In case of emergency, or in case of closure due to the weather policy, reservations will be canceled and the renters can receive a refund.
- In case of inclement weather preventing the use of the reserved patio, the event may be canceled or, if space allows, moved to an indoor location. Only if canceled can a refund be issued.
- The Library Director is authorized to determine the appropriate use of the meeting spaces. In case of denial of use, an appeal may be made in writing to the Library Board of Trustees. The decision of the Trustees will be final.
- 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.

## **Financial Responsibility, Waiver of Negligence and Indemnification**

Any person, group or organization making use of a library meeting space (the renter) must assume financial responsibility for any damage incurred during its use. The Mamaroneck Public Library District and its employees and trustees assume no responsibility for personal injury or damage to personal property in connection with an event. The renter agrees that the Library District is expressly released and discharged from any and all liability for negligence causing any loss, injury or damage to persons or property which may be sustained during or because of an event held on the Library's premises. The renter further agrees to indemnify and hold harmless the Library District, assuming responsibility for any losses incurred. This includes reimbursing reasonable attorney's fees in the event of legal proceedings arising from the event or the rental agreement.

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