

## **OSSINING PUBLIC LIBRARY**

### ***USE OF MEETING AND PERFORMANCE SPACES BY OUTSIDE ORGANIZATIONS***

#### **POLICY**

At this time the Ossining Public Library is making available spaces in the Lower-Level Gallery, Café Area, the Budarz Theater, and the 2<sup>nd</sup> floor Conference Room to community groups upon request. These spaces are available for educational and civic purposes provided that such use does not interfere with Library services or programs or place an undue burden on Library resources.

#### **AVAILABLE FACILITIES:**

- The Lower-Level Gallery Space
- The Café Area
- The Budarz Theater
- The 2<sup>nd</sup> floor Conference Room

#### **ELIGIBILITY**

The Ossining Public Library serves the residents of the Ossining Union Free School District and is funded through local taxation. Therefore, groups and organizations\* based within the School District or that provide substantial services to its residents may request meeting space.

*\*Includes other governmental entities, 501(c)(3) “public charities” as defined by the Internal Revenue Service, and service organizations. At this time, for-profit entities and private groups are not permitted to use the meeting spaces.*

Within these parameters, the following rules apply:

- Meeting organizers, participants, and attendees must comply with the library’s Code of Conduct and all current rules and requirements.
- Library staff may observe all meetings and programs.
- Fundraising events and sales may not take place on Library property without prior permission of the Library Director.
- Smoking is not permitted in the Library or on Library property, including e-cigarettes and other combustible products.
- Meetings among minors, age 17 and under, must be supervised by responsible adults who represent the group or organization sponsoring the meeting.
- The library may limit the number of participants who are allowed to congregate in each space due to the current pandemic situation. The limit will be communicated to the group organizer. The organization using the space must adhere to this limit.
- All group participants must follow the library’s current masking policy.

The following activities or programs are not permitted:

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- Solicitation of names and addresses of attendees for business purposes without the knowledge and permission of the participants, or sale of merchandise for purposes other than non-profit fundraising
- Religious sectarian worship services
- Partisan campaigning or political fundraising by any group or individual
- Individuals' private parties or receptions

Any use not specifically covered herein, or as to which there is an ambiguity, shall be subject to review by the Library Board of Trustees, who shall make the final decision.

### **HOURS OF USE**

Spaces will be available during the posted hours of the Library, and meetings must end at least 15 minutes prior to closing time.

### **RESERVATIONS AND CANCELLATIONS**

Advance reservations are required and must be made no earlier than six months and no later than one week prior to the date of the event.

All groups and organizations must complete the Use of Meeting and Performance Spaces Application and Hold Harmless and Indemnification Agreement. Applications are available on the Library website and at the Library Information Desk. The individual who signs the application must be at least 18 years of age and be in attendance when the meeting room is in use. S/he shall be responsible for the conduct of the group and for protection of Library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility.

The Library encourages the use of the identified meeting space for diverse events and groups and seeks to give all eligible organizations an opportunity to use its services. Therefore, no group may reserve space in the library more than 4 times in a 6-month period without prior permission of the Library Director.

The Library requests that notification of cancellations be made 7 days prior to the reservation.

The Library reserves the right to cancel prior meeting reservations without notice in the event of emergency such as snow closings or unsafe building conditions. All fees will be refunded or activities re-scheduled.

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#### **LIABILITY**

The Library allows the use of its facilities with the understanding that the Library accepts no responsibility for the personal safety of any person, either inside or outside the building, during that use. The Library is not responsible for damage, loss, or theft of personal property. All users agree to indemnify and hold the Library harmless from any loss, damage, liability, costs and/or expense including but not limited to attorney fees, which may arise during, or to be caused in any way, by such use of the Library facilities. They also agree to compensate the Library for any damages to the meeting space(s) or other property of the Library caused by, or resulting from, the use of the meeting space.

The Library reserves the right to require a Certificate of Liability Insurance form from an insurance company acceptable to the Ossining Public Library showing minimum limits of \$2,000,000 per occurrence and \$2,000,000 aggregate, which includes the Ossining Public Library as an additional insured, and providing contractual liability for the hold harmless and indemnification agreement, which is acknowledged in this policy. Where required, the Certificate of Liability must be produced prior to the use of a meeting space. Though the Ossining Public Library may waive the insurance requirement, the Hold Harmless and Indemnification Agreement shall not be waived.

#### **PUBLICITY**

Use of the meeting spaces does not imply endorsement, support, or co-sponsorship by the Library for the activities that take place in the meeting spaces or the beliefs or views of the groups sponsoring the events. Publicity for events in the Library should clearly identify the sponsoring organization. Telephone queries regarding the events may not be directed to the Library. Neither the name nor address of the Ossining Public Library may be used as the official address or headquarters of an organization.

For programs not sponsored by the Library, all advertising and publicity material must be submitted to the Adult Programs Coordinator for approval two weeks prior to distribution and/or publication. The Library is not responsible for creating or distributing publicity pieces, fliers, press releases or other publicity materials for the events or meetings of outside groups. The Library can, however, list the meeting or event on the Library's online calendar of events and post the flier in the library building if appropriate. Groups or individuals using the meeting and performance spaces may not imply that the event is sponsored, co-sponsored, or endorsed by the Library in any such advertising or publicity material, and a disclaimer may be required.

Adopted: December 7, 2004

Revised: September 20, 2010

Revised and adopted by the Board of Trustees: October 15, 2018

*Revised and adopted by the Board of Trustees as a Second Reading: October 25, 2021*

*Revised 01/13/2022 – Second Reading and Approval by the Board of Trustees 02/14/2022*