

OSSINING PUBLIC LIBRARY

USE OF MEETING AND PERFORMANCE SPACES BY OUTSIDE ORGANIZATIONS

POLICY

Currently, the Ossining Public Library is making available spaces ~~in the Budarz Theater, and the 2nd Floor Conference Room~~ in the library to community groups upon request and with Library approval. 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 or staff.

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 (IRS), and 501(c)(4) service organizations. **Currently, for-profit entities and private groups are not permitted to use the meeting spaces.*

Within these parameters, the following rules apply:

- Meeting organizations, participants, and attendees must comply with the Library's Code of Conduct (link to policy) 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 written permission of the Library Director.
- Smoking is not permitted in the Library or on Library property, including e-cigarettes, vape pens/devices 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. The limit will be communicated to the group organizer. The organization using the Library space must adhere to this limit. Under no circumstances shall the maximum allowed number of participants exceed the applicable Fire Code regulations.
- Food/Drink/Alcoholic Beverages – A deposit will be required if food or drink is served and/or if the kitchen is used. Alcohol MAY be served in accordance with the following provisions:

The Library Director must approve the request in writing no later than one (1) calendar week before the event.

Factors considered for the approval include:

- The nature of the event;
- The number of attendees;
- The time of day;
 - Library funds may not be used to pay for alcohol;

- No one under the age of 21 may consume, possess, or be served any alcoholic beverages, even with the consent to their parent or guardian;
- The serving of alcoholic beverages will end one hour before the scheduled close of the event. During the Library's regular hours of operation, the serving of alcoholic beverages is limited to the lower level.

The following activities or programs are not permitted:

- Solicitation of names and addresses of attendees for business or sales purposes without the knowledge and permission of the participants, or sale of merchandise for purposes other than not-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. This may result in the delay of the reservation in question and the loss of the requested reservation date or the denial of the requested reservation in question.

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

Reservations are required and must be made no earlier than six (6) months and no later than three (3) weeks prior to the requested date of your event. **Please note:** ALL reservation requests **MUST** be made on the [Library's Calendar](#) (link to calendar). Once the reservation request has been made on the Library's on-line calendar, an email confirming that the Library has received the request will be sent to the applicant. **Please note:** This is the first step in the reservation process and does not, by itself, confirm the reservation. Additional paperwork (detailed below) must be completed and submitted by the applicant to the Library in a timely manner. Once the additional required paperwork is submitted, reviewed, and approved by the Library, the applicant will receive a follow-up email confirming that the reservation has been approved and the event has been scheduled. Until the applicant receives a formal confirmation email from the Library notifying them that the reservation has been scheduled, the reservation remains pending.

All groups and organizations must complete the [Use of Meeting and Performance Spaces Application, Hold Harmless and Indemnification Agreement](#) and sign and submit acknowledgment of the [Use of Meeting and Performance Spaces Fee Schedule](#). Applications and forms are available on the Library website. 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. The applicant 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 four (4) times in a six-month (6-month) period without the permission of the Library Director.

The Library requests that notification of cancellations be made at least seven (7) days prior to the scheduled/approved reservation or event date.

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

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 requires 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.

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 events. Publicity for events in the Library should clearly identify the sponsoring organization. Telephone queries regarding the events must 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.

All advertising and publicity materials that the applicant intends to use to promote their event, regardless of its format, for example: print, video, digital, website, web-based, email mailers, social media, must be submitted to the Library at least two (2) weeks prior to its distribution and/or publication. The Library is not responsible for creating or distributing publicity pieces, fliers, press releases or other publicity materials for events or meetings of outside groups. Under no circumstances shall advertising materials prepared and disseminated by groups or individuals using the meeting and performance spaces include the Ossining Public Library logo

or images of the Library. The Library may, at its sole discretion, 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 shall 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.

AV/TECH WALK-THROUGH

Please note: if Library provided AV/Tech will be used for the event

When the applicant's reservation is confirmed and the event is scheduled, Library staff will contact the applicant to schedule a convenient time for the applicant to come to the Library to familiarize themselves with the Library's AV/Tech. This walk-through must take place at least one (1) week prior to the event. If the applicant does NOT attend this AV/Tech walk-through prior to the event, the Library may not be able to accommodate the use of its AV/Tech for the event.

Adopted: December 4, 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 01/31/2022 – Second Reading and Approval by the Board of Trustees 02/14/2022