



POLICY ON USE OF LIBRARY'S ROOMS FOR PUBLIC EVENTS

Adopted by the Library Board of Trustees

May 12, 2016

It is the policy of the Hastings-on-Hudson Public Library (the "Library") to allow the use of its meeting rooms and study rooms by groups and organizations when these facilities are not needed for activities sponsored in whole or in part by the Library.

No group will be permitted use of the rooms if that usage would be disruptive of the normal use, programs and activities of the Library.

Permission to use the rooms does not imply Library endorsement of the goals, policies or activities of any group or organization.

The Library reserves the right to revoke or modify permission to use its rooms, or to modify conditions imposed on the use of the rooms, in order to serve the operational needs of the Library or the needs of Library users. Applications may be denied on the basis of availability of space, frequency of use, requests for space by other groups and organizations, or, for activities that are in conflict with the primary purpose of the Library or with any regulations set forth in this policy.

1) Meeting Rooms

a) The Library has two public meeting rooms, the Barnes Room (smaller) and Orr Room (larger), located on the lower level of the Library.

b) Permission to use a meeting room may be granted to a Village of Hastings-on-Hudson (the "Village") department or commission or other governmental agency directly serving residents of the Village, and to public, private and non-profit civic, cultural, educational, political, religious, and charitable groups and organizations. There is no fee for the use of a meeting room for (1) a Village department or commission or (2) events that are free and open to the public and that are organized by a community group or non-profit organization.

c) Requests to use a meeting room should be made to the Director and at least two weeks in advance of use. Reservations are made for a specific time, which includes set up and take down time. A request does not guarantee the room or the time requested. The Director has the right to grant, deny or modify permission to use Library facilities.



- d) Generally, meeting rooms are available only during the regular business hours of the Library. At the discretion of the Director, use of a meeting room may be permitted for an event that begins earlier than the opening time for the Library or ends later than the closing time for the Library. For such an event, the requesting person or organization will pay a fee of \$25 for each hour or portion of an hour the event exceeds the Library's regular hours. Such fee is required to cover the cost of a Library staff member's presence. For Village government entities or commissions this fee is waived.
- e) Library personnel may attend any meetings held in its facilities (except lawful executive sessions of government bodies).
- f) The Library can impose reasonable conditions for the use of the meeting rooms to ensure that property is not damaged through use of its facilities, and to ensure that the safety, welfare and comfort of the public is not disturbed. Groups and organizations using the Library's meeting rooms shall adhere to regulations regarding the number of persons allowed to occupy a room at any given time. The number of attendees shall not exceed the limit prescribed. The room shall be left in the same condition in which it was found, including the placement of chairs and tables. The Library may collect reasonable reimbursement for any damage incurred.
- g) Smoking will not be permitted on Library premises.
- h) Groups and organizations which use the Library meeting rooms shall arrange for and provide their own special equipment needs. Use of the Library's audio-visual equipment maybe permitted, at the discretion of the Director. Use of the Library's equipment will require payment of \$25 per hour, or portion of an hour, in order to cover the cost of a Library staff member's presence.
- i) Publicity notices promoting a meeting or event being sponsored by an outside group or organization must include the following disclaimer: "The Hastings-on-Hudson Public Library does not advocate or endorse the viewpoints of meetings or meeting room users." Publicity notices, fliers, mailings and emails promoting a meeting must be shown to the Director for approval prior to distribution.
- j) Permission to groups and organizations using the meeting rooms may be granted for multiple meetings.



2) Study Rooms

- a) The Library currently has two study rooms located on the main level of the Library. They may only be used during regular Library hours.
- b) The Library's study rooms may be reserved for study groups, small meetings or work sessions for up to two (2) hours. The maximum capacity of the study rooms is ten (10). Reservations are made by calling the Library's circulation desk, (914) 478-3307.
- c) Tutors may reserve and use the Library's study rooms for tutoring one, two or three students, up to one week in advance, and no more than twice a week.
- d) At the discretion of the Library director and to ensure fair allocation of the study rooms, use of study rooms may be restricted or reallocated.