

## **Policies for Use of New Rochelle Public Library Facilities**

**Purpose and limits of use.** The Library welcomes the use of its meeting room and theater by community organizations for activities and purposes that are in keeping with the Library's civic, cultural, social, intellectual and educational goals. The facilities are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. However, Library facilities may not be used for meetings by political parties, or for campaigns, or for religious services. Neither may the facilities be used for illegal purposes, such as inciting violence, promulgating obscenity, infringing property rights, violating the civil rights of any individuals, groups, or organizations within the New Rochelle community, or otherwise engage in activities that violate city, state or federal laws.

**No commercial uses.** The facilities may not be used for fundraising purposes, except by the Friends of the Library and the New Rochelle Public Library Foundation. No fees, dues or donations may be charged or solicited for any program unless specifically pre-approved by the Library Director in writing. Meeting rooms may not be used by renters for commercial (i.e., for-profit) purposes, including investment seminars, sales/service demonstrations, programs by competitive health care insurance entities, etc. No promotional materials to solicit business may be distributed at meetings except to identify and/or recognize a business sponsor for its support of a non-profit event.

**No endorsement.** Rental of meeting rooms does not imply endorsement of the organization renting rooms, their beliefs or activities. Meeting rooms are made available as a public service and booking a room in no way constitutes validation of the program or philosophy of the group or individuals using the facilities.

**Publicity.** Organizations may not imply that an event or meeting is sponsored, co-sponsored or endorsed by the Library in any advertising or publicity. The logo for the Library may not be used without written permission from the Library Director. Unless the event is being co-sponsored by the Library, groups are responsible for their own publicity. All publicity must be approved by Library no less than one week prior to event. Any publicity must include the following statement "***this event is not produced, affiliated with or sponsored by the New Rochelle Public Library.***" The Library has the right to cancel event if program is being misrepresented in any publicity.

### **Meeting rooms are available based on the following priority:**

1. Library Programs (those presented or co-sponsored by the Library);
2. Meetings sponsored by City departments, Library-related organizations, and open public hearings sponsored by elected public officials;
3. Open meetings of non-profit organizations for civic, cultural, social, intellectual and/or educational purposes held during normal Library hours; and
4. Other events and programs sponsored by organizations for civic, cultural, social, intellectual and/or educational purposes after normal Library hours.

**Reservations.** An applicant may reserve meeting rooms on an occasional basis, no more than three months in advance. Rooms may not be reserved for regular meetings (i.e., weekly, monthly, etc.), unless approved by the Library Director. The Library reserves the right to determine the number of events that will be held simultaneously at its facilities. Reservations are made through the Library's Community Relations Office (914-813-3706). An Applicant requesting a reservation must be an authorized adult representative of the organization intending to use the room. After the Library receives an application, an invoice for the room rental will be rendered and this invoice constitutes the Library's acceptance of the reservation. Payment is due and payable within ten (10) days of invoice in order to confirm the reservation. Upon Payment, the Applicant is thereafter referred to as the "Renter".

**Canceling a reservation.** The Renter must notify the Community Relations Office by telephone **and** in writing as soon as possible before the meeting date. The Renter has the option to reschedule the meeting, if the room is available, and if the meeting is not rescheduled the reservation fee will be refunded. If Renter cancels within 48 hours of scheduled event or does not show, full payment will be forfeited.

**Library cancellations.** Reservations for meeting rooms may be canceled by Library (subject to refund of fees) on at least ten (10) days' notice to Renter at the direction of the Library Director. Cancellation of meeting room reservations may be made on no less than 24 hours' notice if cancellation is deemed necessary by the Library Director for emergency purposes or otherwise deemed in the best interests of the Library. If the Library closes due to an emergency (e.g. weather), all meetings are canceled. The Library will inform the media about closings. Library will make best efforts to reschedule event or refund if necessary.

**Responsibility for room.** The Renter is responsible for the conduct of the meeting, payment of fees, and reimbursing the Library for any damage to furniture, equipment or carpets. The Renter, or an authorized adult representative of the Renter must be in attendance at all times during the meeting. When using the stage in the Ossie Davis Theater, the Renter is required to put down carpeting prior to set up when using any form of drums, amplifiers or heavy equipment of any kind. Rooms must be left neat and in good order. Trash must be disposed of in refuse containers provided. Failure to maintain the room may result in additional billing for expenses incurred by Library resulting from any damage to the premises or equipment.

**Food and drink.** Receptions where food is being served must receive prior approval. The library cannot provide kitchen facilities. Food requiring heating devices is not permitted. Food and drink are not permitted in the theater. Consumption of alcoholic beverages in the Library, including meeting rooms, is prohibited, unless approved by Library Director.

**Staff.** Facility rental does not include the presence of an NRPL staff person at the event. Renters may visit the facility prior to event for guidance on use of facility technology. Also, the library has limited maintenance staff and cannot guarantee that room changes on the day of the event can be accommodated.

**Storage.** The Library cannot provide storage for the property of individuals or organizations meeting there, or accept shipments addressed to them, or provide special parking for those meetings. No individual or organization may use the Library as its mailing address or for the receipt of telephone calls. The Library does not supply porter service or storage space for supplies and equipment.

**Insurance.** The New Rochelle Public Library allows the use of its facilities with the understanding that the Library accepts no responsibility for the personal safety of attendees, or for damage, loss or theft of personal property. The Library will not be responsible for the loss of, or damage to equipment, supplies or other materials owned by an organization or individual. The Renter will be solely responsible for any and all such liabilities.

**All Library rules apply.** All persons using the facilities are subject to all Library rules and regulations. Programs may not disrupt the use of the Library by others. Fire codes must be observed at all times. Room occupancy may not exceed legal limits and furniture and equipment may not block aisles and exits. Smoking is prohibited at all times. Use of cell phones and other electronic devices must be in accordance with all Library policies.

**Policy Changes.** All of the aforementioned library policies are subject to change at the sole discretion of the Library, and the Board of Trustees, with such changes effective upon written notice to all Applicants and Renters. Upon notice of policy changes, Applicants will be entitled to withdraw their application and Renters will be entitled to cancel their event and receive a full refund.

*For additional information, please contact:* New Rochelle Public Library Community Relations Office  
Phone (914) 813-3706 Email: [communityrelations@nrpl.org](mailto:communityrelations@nrpl.org).

*Adopted by the New Rochelle Public Library Board of Trustees on January 11, 2024*

New Rochelle Public Library Application for Use of Library Facilities

For Office Use Only

Name of Organization: \_\_\_\_\_

Date of Program:

Name of Program: \_\_\_\_\_

Date Approved:

or  
Date Rejected:

Date of Program: \_\_\_\_\_

Payment:

[Day of Week & Date]

*(Note: library facilities are not available on Saturdays and Sundays in July and August)*

Facility/Facilities requested:     **Ossie Davis Theater** (137 seats)     **Meeting Room** (*behind stage*) capacity 34

The time program is scheduled to begin: \_\_\_AM / PM The time program is scheduled to conclude: \_\_\_AM / PM

The total duration of use (*from time set-up begins at Facility until departure of final participant*): \_\_\_\_\_

*(Please use back side of page to complete the following questions, if necessary):*

- Give a brief description of the Program, including its purpose (*civic, cultural, social, intellectual and/or educational*), subject matter, planned activities, and intended audience:

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- List Program's speakers and their respective affiliations (if any):

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- List Program's co-presenters, partners, and/or sponsors and their respective affiliations (if any):

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- Give a brief description of the Program's physical needs (including number of people expected, plans for serving food (if applicable, and **only** in the meeting room), what outside equipment (if any) the Applicant plans to bring into the Facility, and what Library equipment (if any) the Applicant will need to have available (chairs, tables, wireless mic /sound system, projector, screen, DVD player, piano, podium, stands, etc.):

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*(Application continues on next page)*

New Rochelle Public Library Application for Use of Library Facilities (continued)

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell phone: \_\_\_\_\_

(Street/Apt #)

Address: \_\_\_\_\_ Email: \_\_\_\_\_

(City / Zip)

The Applicant hereby states that they are authorized to act for the above-named organization and, having read the **Policies for Use of New Rochelle Public Library Facilities** (see attachment), including the payment of fees where applicable, agrees to abide by them.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Information about Program (if any):

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**Fees for Use of Library Facilities**

Community organizations renting the Library's facilities to present programs for civic, cultural, social, intellectual and/or educational purposes will be charged according to this schedule.

**Facility Use Fees** - The Facilities are available during the Library's normal hours of operation, to be billed at the following rates:

	Commercial Rate	* Not for Profit Rate
• Theatre and Meeting Room =	<u>\$200</u> (for up to 4 hours)	\$150 (for up to 4 hours)
• Meeting Room Only =	<u>\$75</u> (for up to 4 hours)	\$50 (for up to 4 hours)

**Overtime** - The Facilities may be available for usage beyond normal operating hours. Scheduled overtime use must begin no later than 30 minutes after the Library closes, to be billed at the following rates:

- Overtime = \$100/hour [X hours tbd for up to 8 hours)

**Equipment rental** - There is no charge for the following equipment: Crestron Podium / 4 Shure microphones/ music stands / meeting room table / x chairs.

The following equipment is available at the following rates:

- Steinway Concert Grand Piano = \$50
- Projector, Screen, DVD Player = \$50
- Wireless Microphone = \$25

**Payments**

- Facility Use Fee: \_\_\_\_\_
- Scheduled Overtime: \_\_\_\_\_
- Equipment Rental: \_\_\_\_\_

**Total Due:** \_\_\_\_\_

**\* The non-profit discounted rate applies only to space rentals, not to overtime charges or equipment rentals. Documentation of Renter's non-profit status may be required to obtain the discounted rate.**

Please complete application and submit it to: Community Relations, 1 Library Plaza, New Rochelle, NY 10801  
Email: [communityrelations@nrpl.org](mailto:communityrelations@nrpl.org) Phone 914-813-3706