



NEW ROCHELLE PUBLIC LIBRARY FACILITIES RENTAL POLICY

1. Purpose and limits of use. The New Rochelle Public Library (NRPL) allows low-cost rental of its Ossie Davis Theater and the adjacent meeting room by community organizations for activities and purposes that are in keeping with the Library's civic, cultural, social, intellectual and educational goals.

1.1. The facilities are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

1.2. Activities are limited to meetings and events that must be open to the public, and specifically barred are: solicitation of donations, any revenue-generating activity, and any conduct that violates the Library's Code of Conduct or relevant law.

1.3. Room rentals with activities that require physical activity (yoga, dancing, tai chi, etc) can only be conducted if the organization has provided a certification of insurance meeting the below-listed requirements (see Section 12).

1.4. Due to the library's status, "political activity" as defined by the IRS is also barred. This means any activity in support of or endorsing a particular candidate for office cannot occur on library premises.

2. No affiliation. Rental of meeting rooms does not imply affiliation with your organization nor 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.

3. 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.

3.1. All publicity must be approved by the Library no less than one week prior to the event.

3.2. 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 the event if the program is being misrepresented in any publicity.

4. The Ossie Davis Theater and Meeting room are available based on the following priority:

4.1. Library Programs (those presented or co-sponsored by the Library).

4.2. Meetings sponsored by City departments, Library-related organizations, and open public hearings arranged by public officials;

4.3. Open meetings of registered charitable organizations for civic, cultural, social, intellectual and/or educational purposes held during normal Library hours.

5. 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.

5.1. 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).

5.2. 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.

5.3. The Library reserves the right to limit the number of overtime hours for each rental.

5.4. 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”.

6. Canceling a reservation. To cancel a reservation, the Renter must notify the Community Relations Office by telephone **and** in writing as soon as possible before the meeting date.

6.1. The Renter has the option to reschedule the meeting, if the room is available. 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.

7. Library cancellations. Reservations for theater and/or the meeting room may be canceled by the Library (subject to refund of fees) with at least ten (10) days’ notice to Renter at the direction of the Library Director.

7.1. Cancellation of room rental reservations may be made with no less than 24 hours notice, if cancellation is deemed necessary by the Library Director for emergency purposes or deemed otherwise by the Library.

7.2. If the Library closes due to an emergency (e.g. weather), all meetings are canceled. The Library will inform the media about closings. The Library will make best efforts to reschedule the event or refund the rental fee, if necessary.

8. 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.

8.1. 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.

8.2. 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 the Library resulting from any damage to the premises or equipment.

8.3 Renter cannot hang or post signage in the Library without written permission from the Library staff. To prevent damage to the walls or building, if written approval is granted to post signage, Renter must use Library approved materials to affix any signage that the Library approved for posting. Renter must request permission from the Library to move furniture.

9. Food and drink. Receptions where food is being served must receive advance approval from the Library Director.

9.1. The library cannot provide kitchen facilities.

9.2. Food requiring heating devices is not permitted. Food and drink are not permitted in the Theater.

9.3. Consumption of alcoholic beverages in the Library, including meeting rooms, is prohibited, unless approved in advance in writing by the Library Director. **See addendum A** for alcoholic beverages requirements and request form.

10. Staff. Facility rental does not include the presence of an NRPL staff person at the event.

10.1. Renters may visit the facility prior to the event for guidance on use of facility technology.

10.2. The library has limited maintenance staff and cannot guarantee that room changes on the day of the event can be accommodated.

11. 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.

11.1. No individual or organization may use the Library as its mailing address or for the receipt of telephone calls.

11.2. The Library does not supply porter service or storage space for supplies and equipment.

12. 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.

12.1. 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. A certificate of General Liability Insurance with at least \$100,000.00 coverage per incident and \$1,000,000.00 aggregate coverage must be provided prior to any session to include physical activities.

13. All Library rules apply. All persons using the facilities are subject to all Library rules.

13.1. Programs may not disrupt the use of the Library by others.

13.2. 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.

13.3. Smoking, vaping and chewing tobacco are prohibited at all times.

13.4. Use of cell phones and other electronic devices must be in accordance with all Library policies.

13.5. Rental of the facility is not a basic Library service, and failure to follow rules will result in future rental applications being denied. Individuals may face separate consequences for their individual role in an issue, including loss of library privileges as governed by the Code of Conduct.

14. 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.

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

Revised by the New Rochelle Public Library Board of Trustees on November 13, 2025

For Office Use Only

Date of Program:

Date Approved:

or

Date Rejected:

Payment:

New Rochelle Public Library Application for Use of Library Facilities

Name of Organization: _____

NY Charities Bureau #: _____

Name of Program: _____

Date of Program: _____

[Day of Week & Date]

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

NEW ROCHELLE PUBLIC LIBRARY APPLICATION FOR USE OF LIBRARY FACILITIES

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:

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

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

· 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.):

· Will this event involve demonstration, instruction or conduct of physical activities such as dance, yoga, tai chi, stage performance, or any activity beyond the attendees assembling, walking, standing, and/or sitting?

NO

YES (if yes, a certificate of insurance must be provided)

Applicant's Name: _____

Phone: _____

Address: _____

(Street/Apt #) _____

(City / Zip) _____

Cell phone: _____

Email: _____

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: _____

(Application continues on next page)

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

Additional Information about Program (if any):

HOLD HARMLESS

Your group agrees to hold harmless the library for any alleged injury, damage or claim that arises in relation to your use of the library facilities.

INDEMNIFICATION

Your group agrees to indemnify and defend the New Rochelle Public Library, its trustees and employees against all claims, causes of action, and complaints that arise in relation to your group's use of the Library Facilities, and shall pay for the defense, including reasonable attorneys' fees, fines, fees, damages assessed against, or costs incurred by the library in defending same.

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:

Theatre and Meeting Room = · \$250 (up to 4 hours)
Meeting Room Only = \$75 (for up to 4 hours)

Overtime - The Facilities may be available for usage beyond normal operating hours. Scheduled overtime use (after Library normal operating hours) requires an additional payment per hour for one (1) security guard \$51/hr and a \$200/hour overtime facility charge. Overtime must be authorized by the Library..

Overtime must begin no later than 30 minutes after the Library closes. Overtime is to be billed at the following rates:

Total Overtime Charge = **\$251/hour (\$200 rental + \$51 security guard)**

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: _____

* Please complete application and submit it to: Community Relations, 1 Library Plaza,
New Rochelle, NY 10801

Email: communityrelations@nrpl.org Phone 914-813-3706

ADDENDUM A

REQUEST FOR ALCOHOLIC BEVERAGES TO BE SERVED IN THE LIBRARY AT NON-LIBRARY EVENTS

Requirements

The request to serve alcoholic beverages in the Library is limited to fundraising events or programs of a cultural, civic or educational nature. Requests for approval must be submitted in writing to the Library Director at least 30 days prior to the event. In the request, the sponsoring organization, group and/or individual must specify what types of alcoholic beverages will be served and in what manner (bartender, self-serve, etc.), the purpose of the event and what arrangements they will make to assure that there is no misuse, abuse or overuse of the beverages. Requests should be sent to the Office of the Director. Such requests may be denied or approved at the sole discretion of the Library Director and/or the Board of Trustees of the New Rochelle Public Library.

To the extent permits and/or licenses are required by law, the sponsoring organization, group and/or individual must obtain any such permits and/or licenses for the service and consumption of alcohol at the event as well as ensure compliance with any and all laws regarding the service and consumption of alcohol at the event. The Library requires the sponsoring organization, group and/or individual to obtain general liability insurance, through a carrier and in amounts acceptable to the Library, reflecting the Library as an additional insured thereunder for the use of the Library's facilities and the service and consumption of alcohol thereon.

The sponsoring organization, group and/or individual must also agree to indemnify, defend and hold the Library harmless from any claims, liabilities, suits, proceedings and actions, in any way related to the service and/or consumption of alcohol at the event. The sponsoring organization, group and/or individual must supply the alcoholic beverages (i.e., no BYOB or Bring Your Own Beverage) and be responsible for ensuring that no alcohol is served to anyone under the age of 21 by verifying the identification of all persons requesting an alcoholic beverage. The sponsoring organization, group and/or individual must provide oversight of the area and have two designated pourers who work together at all times. Attendees are prohibited from bringing outside alcoholic beverages to the event. Any alcohol that is stored on Library grounds prior to the event must be in a locked space that is not accessible to the public or library staff. The sponsoring organization must also ensure that all alcoholic beverages are consumed

only in areas approved by the Library and that all beverages are removed from the Library premises at the conclusion of the event.

The New Rochelle Public Library Board of Trustees reserves the right to withdraw its permission to serve alcoholic beverages at any time. All other Library Policies shall apply to the use of Library property/facilities and must be adhered to by the sponsoring organization, group and/or individual. In any provision of this Policy conflicts with any provisions of federal state or local laws, the provisions of such laws shall prevail.

NEW ROCHELLE PUBLIC LIBRARY
ALCOHOL USE ON LIBRARY PROPERTY AUTHORIZATION REQUEST FORM

I, _____, hereby request permission to possess/consume/serve alcoholic beverages at the New Rochelle Public Library on _____ (date) from _____ to _____ (time), at the following Library Branch and location within the Library:

_____.

Please describe the Organization holding the event and a description of the event:

Types of alcoholic beverages to be served:

I understand that I and the event are subject to the following terms and conditions:

1. No alcoholic beverages will be served to or consumed by minors.
2. Damages to property or persons as a result of the issuance of this Authorization will be the responsibility of the organization and the representative(s) whose signature appear(s) below.
3. Requestor/Event Organizer agrees to comply with, and understand he/she is subject to, the Library's regulations for the "Request for Alcoholic Beverages to be Served in the Library at Non-Library Events" within the **Facilities Rental Policy**.
4. Violation of Library rules, policies and/or regulations or any federal, state or local laws, public intoxication, disorderly conduct or the creation of a public nuisance by any member of the organization or its guests will result in revocation of the Authorization and expulsion from the Library.
5. Person(s) applying for this Authorization must be at least twenty-one (21) years of age.

6. This Authorization is valid only at the time and place noted above.
7. This Authorization and the Requestor(s)/Event Organizer(s) whose signature(s) appears below must be in attendance during the period stated.
8. This Authorization does not constitute a reservation or grant exclusive of any area of the above named facility.
9. Requestor/Event Organizer shall promptly report any and all unusual incidents directly to the Library Director or appropriate law enforcement authorities. Unusual incidents include, but are not limited to, damage to Library property, criminal activity, accidents, personal injuries, and emergencies involving medical personnel.
10. Requestor/Event Organizer and their group agrees to indemnify and defend the New Rochelle Public Library, its trustees, officers, agents and employees against all claims, causes of action, and complaints that arise in relation to your group's use of the Library Facilities, and shall pay for the defense, including reasonable attorneys' fees, fines, fees, damages assessed against, or costs incurred by the library in defending same.
11. Requestor/Event Organizer and their group agrees to hold harmless the library for any alleged injury damage or claim that arises in relation to your use of the library facilities.
12. Requestor/Event Organizer agrees to obtain any permits required for the possession, consumption and/or serving of alcohol on Library property from the State Liquor Authority, the City of New Rochelle and any other state or local authorities having jurisdiction.
13. If required by the Library, the Requestor/Event Organizer agrees to obtain general liability insurance, through a carrier and in amounts acceptable to the Library, reflecting the Library as an additional insured thereunder for the use of the Library's facilities and the service and consumption of alcohol thereon.
14. SAFE POURING GUIDELINES: The NPRL recommends the following safe pouring guidelines: ADD THESE IN: ANSWER: I reviewed the further changes and have no concerns. I do have one suggestion about the alcohol provisions: a FAQ about when a permit is required, what insurance is required, and what a plan for safe pouring looks like would, in my experience, save the Director a LOT of questions
15. Beer and wine only?

I accept and agree to the terms and conditions described above:

Signature: _____

Date: _____

Name: _____

Organization: _____

Address: _____

Phone: _____

For Library Use Only: Approved _____ Declined _____

For Office Use Only

Date of Program:

Date Approved:

or

Date Rejected:

Payment: