ARDSLEY PUBLIC LIBRARY

9 American Legion Drive · Ardsley, NY 10502 · (914) 693-6636

APPLICATION FOR USE OF LIBRARY COMMUNITY ROOM

Print information and submit application to Library Director. A signed copy will be returned as your confirmation.

Name of Organization: _____

Address of Organization: _____

Individual from organization in charge of program: _____
(Name/Title)

_____
(Address)

_____
(Telephone – Home) (Telephone – Work)

I. Program title or purpose of meeting:

_____

_____

II. Date of Program: _____

Day of Week: _____

Time: From _____ A.M. P.M. to _____ A.M. P.M. *(include preparation time and cleanup time)*

Exact starting time of program, if different from above: _____ A.M./ P.M.

III. Request permission to bring into the Library: _____

_____
(Equipment, Food, Apparatus)

IV. Estimated attendance is: _____

I have read the attached conditions governing the use of the Library Community Room and accept responsibility for use of same. Our organization understands and agrees to the fee schedule, policies and rules governing the use of the facility.

_____ _____
Date Signature of Organization Representative

APPROVED: _____
Library Director Date

FEE SCHEDULE:

Non-Profit group: $30.00 Proper certification [IRS 501 (c)3] of non-profit status must be provided.

For all other applicants the fee is $100.

A custodial charge of $20 per hour will be added for any time other than normal operating hours. The Library is open until 5:30 P.M. Mon, Tues, Wed, Fri and Sat and until 8 P.M. on Thursday. During July and August, the Library is open on Saturday until 1 P.M.

Groups using the Library may not charge an admission fee and no contributions or endorsements may be solicited.

Fees are payable at the time of approval of the application and are non-refundable except in the case of the Library closing due to inclement weather. The room must be left in a neat and orderly condition, and the group is responsible for set-up and break-down of tables and chairs. A custodial fee will be charged if these conditions are not met, and the Library Board of Trustees reserves the right to deny future use of the room to a group disregarding these provisions.

The Board of Trustees reserves the right to waive the fees for groups whose activities provide direct financial benefit to the Library.

CONDITIONS OF USE:

Library related activities always have priority.
The use of the community room is reserved for public meetings of a civic, educational or cultural nature. It may not be used for regularly scheduled meetings of civic, private or social groups.
Granting permission to use the community room is not an endorsement of a group's policies.
The Ardsley Public Library assumes no responsibilities for any property placed in the Library in connection with a program. The applicant organization agrees that the Library is expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained during, or by reason of a program held on the Library's premises.
The sponsor of any group meeting in the Library shall be liable for any damage to or loss of Library property.
The application for use of the community room must be submitted thirty days before the requested meeting date.
Room use is limited to a maximum of three hours, including set-up and cleanup, and in all cases no usage shall start later than 8 P.M. or end later than 11 P.M. If meeting ends after 8 P.M., a caregiver fee will be collected.
Limited use of the kitchen facilities is allowed, but the stove and oven may not be used.
Alcohol is not to be brought to or consumed on Library property.
For reasons of fire safety, no group of more than fifty seated or one hundred standing shall use the community room. Room capacity has been dictated by the *Life Safety Code Handbook* of the Ardsley Fire Department.
The Library Board of Trustees reserves the right to review all applications for use of the Library and will provide interpretation of this policy and its enforcement.