

Village of Briarcliff Manor

Community Room Use Policy (Robert W. Crandall Room)

The Community Room (**now known as the Robert Crandall Room**) comprises the “Community Center” portion of the Village of Briarcliff Manor Public Library & Community Center and can be utilized as a meeting/program room, closed off from daily Library functions for special events.

The Community Room is a limited use special event facility that meets the mission of the Village Library: a state-of-the-art facility enabling programs, collections and informational services to be provided in a community environment.

Use Applications. Use of the “Crandall Room” requires an executed application (form attached), filed with the Village Clerk no later than one (1) month prior to any event. All uses shall be in keeping with the nature and policies of the Village of Briarcliff Manor as established by the Board of Trustees. Granting of any application for use of the Crandall Room does not constitute an approval or endorsement by the Village of Briarcliff Manor or its Board of Trustees of any event or organization. Availability of the facility may not be posted at any given time. The Village of Briarcliff Manor, at its sole discretion, may establish additional guidelines to encourage event priority for community based organizations.

A fee as per the Village Master Fee Schedule shall be paid for the use of the Crandall Room and access via the facility.

A deposit will also be provided in accordance with the Village Master Fee Schedule. The deposit shall be returned after the event is completed should no damage occur. Any costs for damage or cleanup the Village incurs will be deducted from the deposit.

The following additional use rules are in effect:

1. Use of the Crandall Room is fee based. All fees and charges are to be paid no later than two (2) weeks prior to the date of the program, event or exhibit.
2. In the event that the applicant wishes to cancel the previously approved use, a full refund shall be provided, less any expenses incurred, if any, so long as the cancellation is reviewed by the Village Manager three (3) calendar days prior to the scheduled event. If the Village of Briarcliff Manor shall cause the cancellation of the event, a full refund shall be made to the applicant.
3. All Programs, events and exhibits are to be open and available to the public at large, except when properly reserved by a resident for a private function. The facility may be utilized for not-for-profit organizations, charter and civic organizations, volunteer groups or residents of the Village. At the request of the Village of Briarcliff Manor, said groups or individuals shall be obligated to disclose the purpose, nature and type of event to be held at the facility. Access to the Crandall Room via the Library is barrier free.
4. Legal occupancy for the Crandall Room is limited to 60 persons.
5. Smoking is prohibited within the entire facility including the Crandall Room.
6. Room set-up requirements must be indicated on the application when submitted.
7. Permission to serve any refreshments must be indicated on the application.
8. Alcoholic beverages are normally not permitted however the applicant may apply for the use of limited alcoholic beverages limited to beer and wine only. Policing of such use shall be the sole responsibility of the applicant with a hold harmless provided to the Village of Briarcliff Manor.

9. No hospitality or custodial services will be provided by the Village.
10. The applicant shall be solely responsible for the set-up, good order and decorum of the facility.
11. The Crandall Room and the facility are “carry in/carry out” regarding trash and all support items. The Crandall Room and facility access including restrooms shall be cleaned immediately after the event.
12. Neither the Village nor the facility shall supply any storage space for applicant’s supplies and/or equipment.
13. No unlawful activity as commonly defined under the rules, regulations and laws of the State of New York and the Village of Briarcliff Manor shall be permitted in the Crandall Room, the library and community facility or on the Village property. Any illegal activity shall be the basis for the immediate closure of the event by the Village or its agents. Any violation shall be a basis of denial for future uses of the Crandall Room or the library facility by the individuals or groups violating this policy.
14. The Village of Briarcliff Manor may enforce use limits to any organization whose frequency of use may appear to limit other organizations. The Crandall Room may not be used for private events or programs and/or occasions involving the immediate, future or intended sale, advertising, solicitation or promotion of commercial products or services.
15. Insurance in the form and amounts acceptable to the Village of Briarcliff Manor shall be submitted with each application. Insurance Certificates shall name the Village of Briarcliff Manor, the Board of Trustees, employees of the Village and the as insured.

Programs and Events. Authors and performers invited or permitted to appear at events in the Crandall Room shall be identified on the application. The applicant may charge admission fees and/or call for the solicitation of donations which must be stated in the application. Sales of materials or goods are addressed below.

Exhibit Sales. The sale of works and/or other such associated materials connected to the applicant and/or the event may be permitted, but subject to prior permission of the Village.

Donations to Village. A predetermined remuneration of fees/sales in the form of a donation to the Village shall be agreed upon in advance of the event. All donations to the Village shall be made in accordance with the Donation Policy of the Village. All monetary donations from events occurring in the Crandall Room shall be placed in a dedicated fund for the Village’s use to maintain/make improvements to the library facility as determined by the Board of Trustees.

Exhibits. All applicants shall be solely responsible for the property in any exhibit and provide, at their own expense, specific identification and arrangement of the exhibit in the Crandall Room. Applicants shall provide adequate insurance coverage at their sole expense as required by their exhibitors. The applicant shall hold harmless the Village of Briarcliff Manor, its Board of Trustees, officers, employees, heirs and assigns for any damage, loss, theft or destruction of any part of the exhibit, whether in whole or part. The Village of Briarcliff Manor will NOT be responsible for any works, displays or objects then on display and exhibitors shall show their works at their own risk. Village employees and Library staff will not be responsible for monitoring or providing security during exhibits.

Responsibilities and Obligations of the Applicant. The applicant is responsible for the Crandall Room and the library facility utilized at the event, together with its equipment and furnishings during the period of use and until the entire facility as a whole is closed and secured. Neither the Village of Briarcliff Manor, its Board of Trustees, employees nor staff shall assume any responsibility

for personal injury or damage to or loss of personal property during an applicant's use of the Crandall Room and/or the library facility.

Rights and Reservations by the Village of Briarcliff Manor. Upon recommendation of the Library, the Village of Briarcliff Manor and/or its agents shall, at its sole discretion, have the right to amend, limit, change, charge for, add or delete such additional rules obligations and responsibilities as deemed necessary for the good and order, safety of the applicant, the Village of Briarcliff Manor itself as well and integrity of the "facility" as a whole. All proposed changes outlined in this section shall be confirmed by the Briarcliff Manor Board of Trustees and it shall be the responsibility the Village to convey or otherwise communicate such changes to the applicant.

OPERATIONAL GUIDELINES

Use of The Robert W. Crandall Room

The operational guidelines for the use of the Crandall Room follow from the Village Policy Statement. The Crandall Room is a multi-purpose space that serves as the quiet reading and study room for Library patrons as well as a program space that is available when it will not interrupt regular library functions. Due to fire regulations which require access to the emergency exit and the necessity for staff to maintain visual control of the building, use of the room divider (moveable partition) may be limited during library hours.

The meeting room may be requested by filling out the attached application.

Crandall Room Fees

The fee structure covers expenses associated with opening and occupying the space.

\$200.00* (for any program up to 2 hours in duration; includes supervisor fee for 2 hour program)

*\$50.00 Not-For-Profit Organization Fee for 2 hour program

\$75.00 for each additional hour (or part thereof) of use

\$50.00 fee for audiovisual equipment set up and operation (e.g., computer projector)

\$150.00 cleaning deposit

\$50.00 Alcohol fee

\$100.00 Exhibit Fee

Exhibits

Application for an exhibit must be accompanied by printed photographs and/or digital images of not less than (5) works to be shown. These will be reviewed by a local advisory board that will consult with the Village Manager and Library Director.

Exhibits are scheduled for up to one month and are subject to hanging and placing regulations of the Library. Exhibitors are responsible for hanging their own work and for providing all necessary materials for organizing an exhibit. Publicity is the responsibility of the exhibitor.

If an exhibit is on display at the time that a program or event is in progress, the program will take precedence over the exhibit, thus visitors to the exhibit may not be able to view the exhibit at all times or in its entirety.

Any item(s) sold while on display in the Library may not be removed before the end of the exhibition period.

Exhibitors may schedule an opening or reception by utilizing the event application and paying attendant fees.

Note: The expanded library also includes a Children's Program Room, and small breakout rooms for children and teens. The Children's Program Room is limited to Library programming, but may be used by groups in cooperation with the Children and Teens Librarian. The breakout rooms are for use by children and teens working with Library staff, each other, their parents, and/or tutors. In no case is a room to be utilized by any person or group to the exclusion of others. These facilities are not available outside of Library hours.

Application for use of the Robert W. Crandall Room at the Briarcliff Manor Public Library

Name of Applicant _____

Name of Organization _____

Is the organization a registered not-for-profit with appropriate IRS status? Yes No

Will this meeting be open to the general public? Yes No

Will an admission fee be charged? Yes No

Will refreshments be served? Yes No

If yes, what kind of refreshments? _____

Date of Meeting-Day of Week: _____ Date: _____

Hours room will be needed (*including set-up & clean-up time*): _____

Time Program Begins: _____ Number of People Expected: _____

FEE: \$200 FEE: \$50 DEPOSIT: \$150 Liability Waiver Certificate of Insurance

PERSON RESPONSIBLE FOR PROGRAM: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE: _____ **FAX:** _____

EMAIL: _____

Permission to use the room is confirmed when the Village has returned a signed contract to the applicant. No date shall be considered confirmed until this form is signed below. All uses shall be in keeping with the nature and policies of the Village of Briarcliff Manor as established by the Board of Trustees. Granting of any application for use of the Crandall Room does not constitute an approval or endorsement by the Village of Briarcliff Manor or its Board of Trustees of any event or organization.

The following legend must prominently appear on any sign, advertisement, invitation or other notice or announcement of an event to be held in the Village of Briarcliff Manor Public Library Robert W. Crandall Room:

“This event is neither sponsored nor endorsed by the Village of Briarcliff Manor”

Publicity for events at the Library must clearly identify the sponsoring organization, and telephone inquires may not be directed at the Library. Neither the name nor the address of the Village of Briarcliff Manor or the Briarcliff Manor Public Library may be used as the official address or headquarters of an organization. All advertising and publicity material must be submitted to both the Village Manager and Library Director at least two weeks prior to distribution and/or publication.

Anyone violating these conditions may be asked to leave and/or denied future use of the facilities.

This agreement is the sole and exclusive statement of the agreement between the parties and no other oral agreements shall be of any force or effect. This agreement may only be modified in writing and must be signed by both parties, except that the Village may terminate this agreement and the right to use the room by notice to the user, responsible person or sponsoring organization.

<i>Applicant's signature</i>	<i>Village Manager signature</i>	<i>Library Director signature</i>
<i>Date</i>	<i>Date</i>	<i>Date on Master Calendar</i>
<i>Village Clerk signature with date of filing:</i>		
<i>Insurance Certificate Received (date)</i>		
<i>Village issues agreement to Applicant (date)</i>		