

## APPLICATION FOR USE OF LIBRARY FACILITIES

Name of Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Person in Charge: \_\_\_\_\_

Phone #: (work) \_\_\_\_\_ (cell) \_\_\_\_\_ (email) \_\_\_\_\_

Organization is ☐ For Profit ☐ Not For Profit ☐ Governmental

Title of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Date of Event (list all dates if recurring): \_\_\_\_\_

What time will the **event** begin: \_\_\_\_\_ What time will the **event** end: \_\_\_\_\_

What time will **you** arrive to set-up: \_\_\_\_\_ What time will **you** be leaving: \_\_\_\_\_

Will there be food? ☐ Yes ☐ No If yes, what time will the food be delivered? \_\_\_\_\_

Is this event open to the public? ☐ Yes ☐ No If so, is registration required? ☐ Yes ☐ No

If yes, how is registration completed? \_\_\_\_\_ Is there an admission charge? ☐ Yes ☐ No

If yes, please indicate which category you would like it to appear in our events calendar:

- |                                            |                                              |                                                         |
|--------------------------------------------|----------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> All Ages          | <input type="checkbox"/> Adult               | <input type="checkbox"/> Young Adult/Teen               |
| <input type="checkbox"/> Children/Juvenile | <input type="checkbox"/> Computer/Technology | <input type="checkbox"/> Community Organization Meeting |

Number of People Anticipated to Attend: \_\_\_\_\_

### FACILITIES REQUESTED (please see reverse for additional information on fees)

- ☐ Auditorium (max seats: 325)
- ☐ Projection Room (max seats: 36)
- ☐ Story Room (max seats: 35)
- ☐ Senator Flynn Room(max seats: 45)

Room rentals require a very specific set-up; please include a diagram of layout and necessary equipment.

### EQUIPMENT REQUESTED

- |                                                           |                                                                     |
|-----------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Podium                           | <input type="checkbox"/> TV/VCR                                     |
| <input type="checkbox"/> Podium w/Microphone              | <input type="checkbox"/> DVD                                        |
| <input type="checkbox"/> Microphones, Hand-Held (# ____ ) | <input type="checkbox"/> Whiteboard                                 |
| <input type="checkbox"/> Microphone, Portable             | <input type="checkbox"/> Easel (# ____ )                            |
| <input type="checkbox"/> Overhead Projector               | <input type="checkbox"/> Tables (# ____; 6 ft. or 8 ft.)            |
| <input type="checkbox"/> LCD Projector                    | <input type="checkbox"/> Chairs (# ____ )                           |
| <input type="checkbox"/> Screen                           | <input type="checkbox"/> Coffee Urn (coffee is <b>not</b> provided) |

**ROOM SET-UP** (be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I hereby state that I am empowered to act for the organization listed above and I agree to faithfully abide by all Library regulations as outlined in the Policy on the Use of Library Facilities.

Signature of Applicant \_\_\_\_\_ Title \_\_\_\_\_

## SCHEDULE OF FEES AT THE GRINTON I. WILL LIBRARY

| Room            | Floor | Maximum seats | Fee for first 4 hours | Fee for each additional hour | Fee for each 8 hours |
|-----------------|-------|---------------|-----------------------|------------------------------|----------------------|
| Auditorium      | 1     | 325           | \$400                 | \$100                        | \$800                |
| Conference Room | 2     | 20            | \$100                 | \$25                         | \$200                |
| Board Room      | 2     | 15            | \$100                 | \$25                         | \$200                |
| Sen. Flynn Room | 1     | 20            | \$100                 | \$25                         | \$200                |

**\*If the Will Library must be open after regular hours, an additional overtime fee may be charged as well. Overtime must be booked at the time that the meeting is scheduled and all fees must be paid at the Branch Administrator's Office.**

### FEES

Non-profit groups that offer meetings or events that are free and open to the public are may be exempt from usage fees. Any meetings with an admission charge or that are held for fundraising purposes, as well as any use of space by for-profit groups, are subject to usage fees. The Branch Administrator shall make the final determination of which fees, if any, are required. Payment should accompany the application form or be received no later than ten days prior to the event. Reservations are not confirmed until (if required) is received.

### FORMS OF PAYMENT

The Yonkers Public Library is currently accepting three forms of payment:

1. **Check** (Please make checks payable to 'City of Yonkers')
2. **Money** Order (Please make money order payable to 'City of Yonkers')
3. **Cash** ((to be submitted directly to the Branch Administrator's Office; *do not mail cash payments*))

Yonkers Public Library does not currently accept any form of electronic payment or credit/debit card transactions.

Yonkers Public Library  
One Larkin Center, 2nd floor  
Yonkers, NY 10701  
Attn: Branch Administrator's office

**Total Fees Due: \$ \_\_\_\_\_**

# **YONKERS PUBLIC LIBRARY**

## **Section II.L.1.A**

### **POLICY ON THE USE OF LIBRARY FACILITIES**

Revised September 18, 2007

Revised June 17, 2019

The auditoriums and meeting rooms of the Yonkers Public Library are available upon request to outside organizations for educational, cultural, civic and charitable activities, provided that such use does not interfere with Library services or place an undue burden on Library resources. This policy was adopted by the Trustees of the Yonkers Public Library to clarify application procedures, usage fees, and limits on use. Please read this policy carefully – failure to comply with any part may result in future denial of meeting room use.

## **FACILITIES**

The Grinton I. Will Branch and the Riverfront Library each have a variety of meeting rooms that are listed on the application form. Please choose a room that is appropriate for your needs, and specify how you would like the rooms set up. The Crestwood Branch does not have meeting rooms.

Groups are welcome to bring their own audio/visual equipment. If a group wishes to use Library equipment, arrangements must be made at the time of application.

## **ELIGIBLE USERS**

The Yonkers Public Library is chartered to serve the residents of the City of Yonkers, and is funded primarily through local taxation. Only groups and organizations based in Yonkers, or that provide substantial services to its residents, may request meeting space. Priority will be given to Library programs first, not-for-profit groups next, and commercial groups last.

For-profit organizations may reserve space, but they may not use Library facilities to sell products or solicit clients.

While politically and religiously-affiliated groups may reserve space for educational or informational purposes, they may not use Library facilities for partisan political events or regular religious worship services.

## **GUIDELINES**

Rooms are available during the posted hours of the Library, and programs should end at least 15 minutes before closing time. No programs will be scheduled on days when the Library is closed. Exceptions will be made only by prior arrangement, and are subject to additional fees and the availability of custodial staff.

Refreshments may be served if noted on the application. However, no hospitality services or custodial assistance will be provided in connection with food service, and groups will be responsible for cleaning and placement of all refuse in the containers provided. The Library does not supply porter service or storage space for supplies and equipment.

Smoking is prohibited in all rooms. Alcoholic beverages may only be served if so noted on the application and if approved by the Library's Board of Trustees [ask to see the Beverage Policy].

## **Section II.L.1.b**

Room capacities and other fire codes are strictly enforced, and it is the responsibility of the organization to control attendance and behavior at programs.

It is assumed that all events are free and open to the general public. If admittance will be restricted in any way, that must be indicated on the application. The Library reserves the right to have staff and/or Board members in attendance even if the program is otherwise closed to the general public.

## **RESERVATIONS AND CANCELLATIONS**

Application may be made in person, by mail, or by fax to the Branch Administrator of the appropriate branch. Rooms may be booked up to six months in advance, but no later than ten days in advance of the program.

Room set-ups and equipment needs should be included when the room is booked. Finalized set-up needs, with input from all people involved, are due ten days prior to the meeting. Last-minute changes cannot always be accommodated. Large programs requiring a complicated setup may be subject to extra fees at the discretion of the Branch Administrator.

The individual who signs the application must be of legal adult status. He or she will be responsible for the conduct of the group, payment of bills, and for the protection of Library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the misuse of the facility.

The Library reserves the right to cancel a reservation or make a room change, with notice, if a Library program needs the space. The Library reserves the right to cancel reservations without notice in the event of an emergency, such as snow closings or unsafe building conditions.

If a reservation is cancelled by the organization, the Library should be given at least ten days notice so that the room may be offered to others. If a fee was charged, it will be refunded only if at least ten days notice was given.

The Library encourages the use of meeting rooms for diverse events and groups, and seeks to give all eligible organizations an opportunity to use its services. Therefore, no group may reserve a room more than 12 times in a 12-month period. All exceptions to this policy will be made by the Branch Administrator.

### **Section II.L.1.c**

Groups that intend to use a meeting room before or after regular Library hours should make prior arrangements with the Library. Additional fees will be charged to cover the cost of staff who remain in the building.

## **LIABILITIES**

The Yonkers 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. A 'Hold Harmless & Indemnification Agreement' will accompany the application form, and must be signed and returned before the meeting date. Some events will also require a Certificate of Insurance.

## **PUBLICITY**

Use of the meeting rooms does not imply endorsement, support, or co-sponsorship by the Library for the activities that take place in the meeting rooms or the beliefs or views of the groups sponsoring the events. Publicity for events held at the Library should clearly identify the sponsoring organization, and telephone inquiries should not be directed to the Library. Neither the name nor the address of the Yonkers Public Library may be used as the official address or headquarters of an organization.

All advertising and publicity material should be cleared by the Branch Administrator two weeks prior to distribution and/or publication. Publicity material may not imply sponsorship or endorsement by the Library.

Is your program free and of general interest? If so, it may be eligible for Library sponsorship or co-sponsorship, and exempt from the usage fees and publicity restrictions listed above. Contact the Branch Administrator for more information.

Adopted by the Library Board of Trustees on September 18, 2007  
Revised by the Library Board of Trustees on June 17, 2019