

LARCHMONT PUBLIC LIBRARY

FACILITIES USE POLICY

The Board of Trustees of the Larchmont Public Library (the “Library”) recognizes that the Library building is a valuable community resource and as such should be available to outside organizations for uses that are consistent with the Library’s mission, as long as such uses do not interfere with Library use.

The Board has approved this policy in order to (1) identify Library space available for use by outside organizations, (2) establish permitted/prohibited use of such space, (3) establish conditions of use of such space and (4) allow for the imposition of reasonable facilities use fees.

I. Library Space Available for Use

The following spaces are covered under this policy:

- A. The Village Center. 1,900 square feet, located to the rear of the building, with capacity of 110 seated occupants (with tables) or 330 standing occupants.
- B. The Michael P. Coords Activity Room. 750 square feet, located adjacent to the Children’s Room, with capacity of 33 seated occupants (with tables) or 100 standing occupants.

II. Uses Permitted/Prohibited by Outside Organizations

Library space generally is rented to organizations rather than to individuals. Any individual who wishes to rent a Library space should contact the Library Director.

- A. Permissible uses are those that are consistent with the Library’s mission, do not interfere with Library use and are not prohibited by Section II.B. below.
- B. Prohibited uses/users:
 - Users may not use the space (1) for religious causes or activities, (2) to advocate for specific political causes, actions or candidates, (3) for active sports or physical games and/or (4) for any activity prohibited by law.
 - Users may not use the space for any activity that (1) is inconsistent with the Library’s mission and/or (2) interferes with Library use.
 - Applicants that have previously misused or abused Library facilities or property will not be allowed to rent Library space.
- C. The Library Director and the Board of Trustees reserve the exclusive right to decide whether a requested use is permissible in accordance with this policy or whether an applicant is permitted to use the space.
- D. Use of Library space does not in any way imply endorsement or sponsorship of the user or the event by the Library or its Board of Trustees.

III. General Conditions of Use

Users of Library facilities shall be subject to the conditions determined by the Library Director and Board of Trustees, including but not limited to the following:

- A. Scheduling. All scheduling will be handled through the Library Business Office. Users must submit a Facility Rental Request Form to the Business Office at least two (2) weeks prior to the requested date of use.
- B. Library is Open. Facilities are generally available for rent when the Library is open and a custodian is scheduled to be on duty. When the Library is open but a custodian is not scheduled to be on duty (e.g., Sundays), users may rent the space only if a custodian can be retained and the user agrees to pay the custodian in accordance with the Facilities Use Fee Schedule.
- C. Library is Closed. Upon the discretion of the Library Director, users may rent the facilities when the Library is closed, but only (1) if a custodian can be retained and the user agrees to pay the custodian in accordance with the Facilities Use Fee Schedule, (2) within the areas of approved use (i.e., the Village Center or the Michael P. Coords Activity Room) and (3) for use between the hours of 7:00 a.m. and 10:00 p.m.
- D. Priority to Residents. To ensure that Library facilities are used primarily for the benefit of the residents of the Village of Larchmont and the Town of Mamaroneck, priority for use will be given to organizations serving such residents.
- E. Rental Fees. One week prior to use, users must pay rental fees in full, including any required custodial fees.
- F. Security Deposit. One week prior to use, users may be required to provide a security deposit, the amount of which shall be based upon the nature of the use.
- G. Responsibility for Damage; Insurance. Users shall assume responsibility for all damages resulting from their use of the Library facilities. One week prior to use, users must provide evidence of Commercial General Liability Insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate, with the Library named as an additional insured on the policy.
- H. Charging Fees. Users may charge admission fees, but only for the amount required to cover costs or if the proceeds are for educational or charitable purposes.
- I. Sale of Goods. Users may sell goods in the space if the proceeds are for educational or charitable purposes.
- J. Code of Conduct. Users must adhere to the Library's [Code of Conduct](#), which includes no smoking (including e-cigarettes) or use of unlawful drugs on Library premises.
- K. Alcohol; Caterers. Users that wish to serve alcohol (or hire a caterer who serves alcohol), must (1) upon submittal of the Rental Agreement Form pursuant to Section III.A above, obtain approval to do so by the Library Director and (2) one week prior to use, provide proof of a liquor license. If the event is to be catered, users must also provide proof that the caterer is insured for the event in compliance with Section III.G above.

- L. Adult Supervision. Users must provide adequate adult supervision for all minors.
- M. Accidents. Users must report to the Library Director any accident resulting in injury to any person or damage to Library property within 24 hours of the occurrence of such event.
- N. Set-up. Rental fees include basic set-up as specified on the Facility Rental Request Form.
- O. Clean-up. Users are expected to take meticulous care of Library property. Users must ensure that the rented space is fully cleaned up after the event (e.g. by removing all trash, broom sweeping the floor, wiping down the tables and organizing the chairs and tables in an orderly manner). Any user that fails to fully clean up the space after use shall be charged clean-up fees and, at the discretion of the Library Director, may not be permitted to use the space again.
- P. Cancellations. Users that have been scheduled for a single use or a series of uses pursuant to Section III.A. above, and then cancel within one week prior to such use, shall be charged a cancellation fee, for all cancelled uses, equal to 25% of the Facilities Use Fee.
- Q. Unanticipated Events. The Library reserves the right to pre-empt any use in cases of unanticipated Library, Village of Larchmont or Town of Mamaroneck events. Notice will be provided as early as possible.

IV. Categories of Users

A. Group 1: Users that are exempt from paying Room Rental Fees.

Group 1 users are:

- Village of Larchmont and Town of Mamaroneck committees and boards engaged in official meetings, in accordance with the Document of Understanding regarding Management of the Village Center, dated May 2017.
- Organizations that exist solely to benefit the Library, including The Friends of the Larchmont Public Library. Such organizations must pay the Custodial Fees specified in the Facilities Use Fee Schedule.

B. Group 2: Users that pay reduced Room Rental Fees.

1. Group 2 users are non-profit 501(c)(3) organizations serving the local community.
2. Group 2 users must pay the Room Rental Fees and Custodial Fees specified in the Facilities Use Fee Schedule.

C. Group 3: Users that pay fair market Room Rental Fees.

1. Group 3 users are all users not in Group 1 or 2 above.
2. Group 3 users must pay the Room Rental Fees and the Custodial Fees specified in the Facilities Use Fee Schedule.