

Warner Library
121 North Broadway, Tarrytown, NY 10591
Telephone 914-631-7734 – Fax 914-631-2324

MEETING ROOM APPLICATION AND FEE SCHEDULE

The Warner Library encourages profit and non-profit organizations to use the Library's meeting rooms for educational, civic, or cultural purposes. Applicants who wish to use the meeting rooms will not be denied on grounds of race, color, sex, religion or national origin.

Note: When scheduling a meeting that will be attended by young people seventeen years of age or younger, the application must be completed by an adult, who agrees to assume responsibility for the conduct of the attendees and for payment of our usual fees. One adult must be present for every fifteen minors in attendance.

Priority for use of the meeting rooms is given to Library-sponsored programs. The meeting rooms are available to non-Library organizations when the Library is otherwise open and are not being used by the Library. The Library accepts single bookings only.

MEETING ROOM APPLICATION AND FEE SCHEDULE

Completed applications for the use of a meeting room including a check payable to the Warner Library and an insurance waiver form, must be submitted to the Library at least three (3) weeks prior to the scheduled event. The meeting room application fee may be forfeited if notice of cancellation is not given at least (3) days before the date of the event. In order to receive Non-Profit rental price, proof of non-profit status must be submitted with application.

<u>Three (3) Hour Room Rental</u>	<u>Tarrytown/Sleepy Hollow Non-Profit Organizations</u>	<u>Other Non-Profit</u>	<u>For Profit Organizations</u>
Room A & B (seats 120)	\$100.00	\$125.00	\$200.00
Room A (seats 70)	\$ 60.00	\$ 75.00	\$150.00
Room B (seats 50)	\$ 50.00	\$ 60.00	\$120.00

OTHER FEES

Custodial/Staff Overtime Fee: as incurred, minimum \$50.00

INSURANCE

A waiver of Insurance from the organization's insurance carrier must be provided against damages caused by the organization to the Library or third parties three (3) weeks prior to the scheduled event.

LIMITATIONS ON THE USE OF THE FACILITIES

Organizations may not charge an admission fee for meetings held at the Library. Contributions may not be solicited and lotteries may not be conducted at meetings held in the Library. **SMOKING IS NOT PERMITTED ANYWHERE IN THE LIBRARY.** The Library does not permit any form of open flames or other dangerous activities, nor does it permit activities, which create a disturbance to Library patrons, such as noise that is audible in the areas of the building dedicated to use of books and other media. Violators may be asked to leave the Library. Special permission must be granted from the Director if the organization wishes to videotape a meeting or event. The Library cannot provide storage space for group equipment and supplies. Individuals or organizations are responsible for reimbursing the library for any damage that may occur to Library furniture, equipment or carpeting.

PARKING

Meeting attendees are encouraged to arrive early for the meeting, or they may park in the McKeel Avenue lot since parking is limited during those times when the Library is open to the public.

REFRESHMENTS

The Library's coffee urn may be used. However, users must provide their own utensils, dishes, cups, food and beverage supplies, as needed. All Library kitchen equipment, including the coffee urn, must be washed and put away after use. Organizers are expected to leave the kitchen clean and neat. All trash must be placed in plastic bags and put in the containers provided. *The serving of alcoholic beverages is prohibited.*

