Use of Meeting Rooms, Exhibits and Display Space

The Garden City Public Library maintains meeting rooms to bring together the resources of the Library and the interests and activities of the residents of the Incorporated Village of Garden City. While the meeting rooms are primarily for programs sponsored or co-sponsored by the Library, they may, when not in use by the Library, be made available for meetings and programs by other nonprofit Garden City organizations* for such purposes as: giving instruction in any recognized branch of learning, education or the arts; holding social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the Garden City community.

*A Garden City organization is defined as one where the majority of the membership is composed of residents of the Incorporated Village of Garden City, or composed of a majority of merchants having businesses located within the Incorporated Village of Garden City.

1. Regulations
   a. Library sponsored or co-sponsored programs and activities shall have priority.
   b. All organizations shall be restricted to one meeting a month. This may be modified at the discretion of the Library Director.
   c. The Board of Library Trustees reserves the right to review all applications.
   d. Admission fees may not be charged, nor donations accepted except with the written authorization of the Board of Library Trustees.
   e. No articles may be sold except for the benefit of the Library.
   f. Raffles, lotteries, games of chance or any form of gambling in which a fee is charged is prohibited in the Library or on its grounds.
   g. Meetings conducted by organizations subject to the New York State Open Meetings Law must have their Public Sessions open to all who wish to attend. Attendance by the general public at meetings of organizations not subject to the Open Meetings Law is at the discretion of the organization conducting the meeting.
   h. Meeting rooms are not available for any meeting solely commercial in nature, or at which goods or services are advertised.
   i. Meeting rooms are not available to individuals for personal use.
   j. Exhibits, decorations, or signs may be permitted only with the advance approval of the Library Director.
   k. Neither the name nor address of the Garden City Public Library may be used as the official address or headquarters of any organization, nor may it be
used for purposes other than to identify the location of the program. Any unwarranted implication that a program is sponsored by the Garden City Public Library will constitute sufficient grounds for immediate cancellation of an organization’s meeting room use privilege.

l. The Board of Library Trustees, or its representatives, shall have free access to the meeting rooms at all times.

m. Fire Department Regulations limit the number of chairs that may be provided in Meeting Room A (small room) to 35; in Meeting Room B (large room) to 96.

2. Reservations and Availability

a. A request to use a meeting room may be made by application form provided by the Library. Requests will be reviewed within five business days. Requests for room usage of less than two days’ notice may be honored for Garden City nonprofit organizations and for outside of Garden City nonprofit organizations; however, the room must be utilized as currently configured. If a reservation must be cancelled, the Library should be informed immediately in order to make the room available to other groups.

b. Requests for use of a meeting room are reviewed in the order received. Authorization to use a meeting room may be revoked at any time when such use is in conflict with the best interests of the Library, when there are infractions of regulations or loud or boisterous behavior.

c. Permission to use a meeting room will be granted to adults only. When a meeting room is to be used by individuals under 18 years of age, adequate adult supervision must be provided throughout the meeting.

d. Requests may not be made on a permanent basis. Groups may request a room for once a month for one year in advance. Reservations are based on the fiscal year, June 1 through May 31.

e. The meeting rooms are available 30 minutes after Library opens and until 15 minutes before Library closes.

f. The meeting rooms are not available on the following days: New Year’s Eve, New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day and any other day the Library is closed.

g. Applications for use of the Café area for exhibit receptions must be submitted and approved at least one month in advance. There is a $25.00 charge for use of the Café area. The Café area is not available until the time specified, and must be vacated at the time specified on the application form. The Café area is not available for use by outside nonprofit organizations.
3. **Meeting Room Fees and Services**
   a. There is a fee of $20.00 for the use of Meeting Room A (small room) and $30.00 for the use of Meeting Room B (large room). The room use fee will still be charged in the event of a cancellation with less than 48-hours notice.

   b. As of September 1, 2014, if a nonprofit Garden City organization has not booked a meeting room at least two months in advance of a request date, it will be open to outside nonprofit organizations at a rate of $50.00 per hour for the large meeting room and $30.00 per hour for the small meeting room. All groups must provide proof of insurance. The Library Board has the right to waive proof of insurance.

   c. Payment is due after receipt of invoice. Failure to remit payment will result in forfeiture of future Meeting Room reservations.

   d. Any displays or special arrangements beyond the services normally provided by the Library must be undertaken by the organization. Library staff cannot cart or move materials used by organizations attendant to their meetings. Organizations must adhere to the placement of tables, chairs, etc., as outlined by Library staff.

   e. Any requests for special set-ups, beyond the standard room set-up, may incur an additional fee.

   f. At no time will Library staff take registration for nonprofit groups, nor aide in advertising their program.

4. **Serving Refreshments**
   a. No alcoholic beverages are permitted on the premises.

   b. The Library will furnish a coffee urn upon request.

   c. All food must be removed from the premises and the kitchen left in a clean and orderly condition.

   d. An appropriate additional fee will be charged for cleanup if necessary.

5. **Smoking**
   Smoking of any kind is prohibited on Library grounds and anywhere in the Library building including the entrance lobby, meeting rooms, restrooms and Step Down Café.

6. **Tipping**
   Tipping of Library employees is prohibited.

7. **Liability**
   a. Groups or individuals using the meeting rooms are financially responsible for any damage to the Library, its equipment and furnishings and agree to
indemnifying the Library, its trustees, employees and agents from any damages, including reasonable attorney fees which may arise from any lawsuit, other cause of action, or claim.

b. The Library assumes no responsibility for any equipment, supplies, or materials, which an organization may have on the premises.

c. The Library assumes no responsibility for personal injury received, or for personal property left on the premises.

d. An exhibitor must submit exact digital images in an email or CD of all paintings, photographs, or other medium, that the artist requests be exhibited. An exhibitor is to sign and return, prior to installation of an exhibit, an Exhibit Release form in which the signer represents that he or she is the owner and/or creator of the exhibit, which he or she is being permitted to display at the Garden City Public Library for display purposes. In signing this release and in delivering the property, the undersigned understands that the Library assumes no responsibility or liability in the event of theft, loss or deterioration or damage to the property owned by exhibitors while located in the Library. The undersigned also agrees to indemnify the Library, its trustees, employees and agents against any liability or claim arising from the display of such property in the Library. The use of Library equipment is at the exhibitor’s own risk. The following value must be filled out on the Exhibit Release form: For fire insurance purposes only, the signer represents that the value of the property loaned is: $_____.

8. Amendment of Rules
The Board of Library Trustees reserves the right to review and amend these regulations, as it may deem expedient.

### SUMMARY OF FEES

<table>
<thead>
<tr>
<th>Room</th>
<th>Maximum Capacity</th>
<th>Maximum Seating</th>
<th>Nonprofit G.C. Organization Fee</th>
<th>Outside Nonprofit Organization Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room A (small room)</td>
<td>72</td>
<td>39</td>
<td>$20.00</td>
<td>$30.00 per hour</td>
</tr>
<tr>
<td>Meeting Room B (large room)</td>
<td>225</td>
<td>96</td>
<td>$30.00</td>
<td>$50.00 per hour</td>
</tr>
<tr>
<td>Café Area Reception</td>
<td></td>
<td></td>
<td>$25.00</td>
<td>Not Available</td>
</tr>
<tr>
<td>Use of Kitchen Facilities</td>
<td></td>
<td></td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Amended: November 8, 2004; June 14, 2010; May 9, 2011; June 13, 2011; August 8, 2011; August 13, 2012; August 11, 2014; April 11, 2016, February 12, 2018