



Warner Library

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

Meeting Room Application Policy

Warner Library encourages commercial and non-profit organizations to use the Library’s meeting rooms for educational, civic, or cultural purposes. Applicants will not be denied use of the meeting rooms on the basis of race, color, sex, sexual orientation, religion or national origin. Meeting rooms are not available for partisan political or religious purposes.

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 for a Library program. In general, fees are reduced or waived for local residents who support the library through their village taxes. A library card or proof of residence will be requested of individuals or groups reserving meeting spaces.

Large Meeting Room Application and Fee Schedule

Reservations for Rooms B and C (large meeting rooms) should be made through the Administrative Office (914-631-7734) Monday through Friday. Organizations reserving the meeting rooms are required to complete an application, provide check payable to Warner Library and a certificate of liability insurance. Applications must be signed by an adult 18 years of age or older.

<u>Three (3) Hour Room Rental</u>	<u>Tarrytown/Sleepy Hollow Organizations</u>	<u>Other Organizations</u>
Rooms B and C (seats 120)	\$150	\$250
Room B (seats 50/SmartBoard)	\$ 75	\$125
Room C (seats 70/large screen)	\$100	\$150

Other Fees

Custodial Staff Overtime Fee \$60/hour.

Refreshments

The library’s kitchen equipment may be used but must be left in the condition it was found. Paper goods must be provided by the user. Anyone who uses the kitchen is expected to leave it clean and neat. All trash must be placed in plastic garbage bags and put into the containers provided. *The serving of alcoholic beverages is prohibited.*

Small Meeting Room Fee Schedule

Reservations for the small meeting spaces may be made at the Reference Desk any time the library is open (914-631-7734). Please note that the rooms are available to anyone for free on a first come first serve basis, however, fees are charged to non-resident individuals and organizations who wish to reserve a room in advance. The library reserves the right to limit the number of times a group or individual books the room to be fair to everyone in the community.

<u>Two (2) Hour Room Rental</u>	<u>Tarrytown/Sleepy Hollow Organizations</u>	<u>Other Organizations</u>
Room A (seats 10)	Free	\$30
Room D (seats 12)	Free	\$30
Room R (seats 10)	Free	\$30

Insurance

A certificate of liability waiver from the organization’s insurance carrier must be provided against damages caused to the library by the organization or third parties (3) weeks prior to the scheduled event. Individuals or organizations are responsible for reimbursing the library for any damage done to library furniture, equipment or building facilities.

Parking

Parking is limited. Meeting attendees are encouraged to arrive early for their scheduled meeting. There is additional parking on the street along Patriots Park and in the McKeel Avenue lot.



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MEETING ROOM APPLICATION AND FEE SCHEDULE

Organization: _____ Today's Date: _____

President/Officer: _____ Contact: _____

Purpose of Meeting: _____

Address: _____

Telephone # _____ E-mail _____

RESERVATION DETAIL:

DATE REQUESTED: _____ HOURS: from _____ AM/PM to _____ AM/PM

ROOM: A B C B/C D R Local Organization YES / NO ROOM FEE: _____

ATTENDANCE:

ADULTS _____ Y A (Ages 13-17) _____ CHILDREN (Ages 0-12) _____

SPECIAL INSTRUCTION: _____

Tables (1-12) _____ Chairs _____ Podium _____ Microphone _____

Laptop: _____ Screen: _____ Projector: _____ DVD Player: _____

Rooms B and C (seats 120) _____
Room B (seats 50/SmartBoard) _____
Room C (seats 70/large screen) _____
Room D (seats 12/Smart TV) _____

Table with 3 columns: Room Rental, Tarrytown/Sleepy Hollow Organizations, Other Organizations. Rows include Three (3) Hour Room Rental and Two (2) Hour Room Rental for various rooms.

I hereby apply for use of a meeting room (space as specified above) at The Warner Library and agree to abide by all Library procedures and regulations as described above and on the back of this policy sheet.

Today's Date _____ Fee _____ Signature _____

LIBRARY USE ONLY

DATE: _____ HOURS: from _____ AM/PM to _____ AM/PM

ROOM ASSIGNED: _____ FEE \$ _____ Custodian notified _____ Program calendar _____

CHECK # _____ DATED: _____ LOCAL: YES / NO INSURANCE REC'D: _____