

DENNIS P. McHUGH PIERMONT PUBLIC LIBRARY

POLICY ON USE OF THE LIBRARY FOR NON-LIBRARY-SPONSORED EVENTS

APPROVED BY THE BOARD OF TRUSTEES 3/04/09,

REVISED 10/21/11, 01/23/2020, 4/15/2026

OUR MISSION:

The library's mission is to provide a place where all come to learn, discover, create, and connect. The library's vision is to serve as a cultural beacon within the Piermont community, strengthening ties between residents, visitors, and local organizations alike.

AVAILABLE FACILITIES:

There are two spaces available for use by outside organizations — 1) the conference room by itself, and 2) the Hudson room along with the conference room and front gallery. The children's room and staff area are not available for use. Use of the space also includes use of the bathrooms in the front lobby as well as the library furniture but not library supplies. The sink in the conference room kitchen is also available for use, but not the stovetop or microwave. No cooking is permitted. Use of the facilities may require a fee — please refer to the application which follows.

PERMISSIBLE AND PROHIBITED USES:

- The library's Hudson room may be used by Piermont's civic and cultural organizations and governmental bodies for non-library-sponsored events provided such meetings do not interfere with library programs, events, services or meetings.
- All meetings must be open to the public except lawful closed sessions of governmental bodies.
- The library may not be used for religious services, sales promotion, solicitation of library patrons and staff, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services toward library patrons and staff.
- Educational tutoring is allowed, as it is in accordance with the library's mission.
- Meetings of political groups are acceptable for the open discussion of issues, but not for partisan activities such as campaigning or party caucuses.
- Use of the library as a meeting space by an organization does not indicate an endorsement of the organization or its ideas by either the Library Board or the staff.
- Promotion of the event (such as fliers) must include language that states that the event is not a Piermont Library-sponsored event.
- The library may limit the frequency in which an organization may use the facilities, in order to provide equitable access for other organizations.
- No fees may be charged by the individual(s) or organization seeking to use the library (with the exception of educational tutoring).

APPLICATION PROCESS:

To request use of the library for a non-library-sponsored event, please fill out the application (see following).

CANCELLATION:

The library reserves the right to close due to inclement weather or other hazardous conditions and will attempt to contact any organization scheduled to use the facilities.

I. USE OF THE CONFERENCE ROOM FOR NON-LIBRARY-SPONSORED EVENTS

Usage of the conference room is subject to application approval by the Library Director. Individuals and organizations using the space assume responsibility (including financial responsibility) for any damage to the room or its contents. The conference room must be vacated 15 minutes prior to the library closing time. The conference room is not open after hours. Use of the conference room for non-official groups or individuals (e.g., study groups, individuals needing a quiet area, etc.) may be reserved on a first-come, first-served basis.

II. USE OF THE HUDSON ROOM FOR NON-LIBRARY-SPONSORED EVENTS

Usage of the Hudson room also includes use of the conference room and front gallery, and is subject to application approval by the Library Director. Organizations using the facilities assume responsibility (including financial responsibility) for any damage to the building or its contents. A library staff member must be present to oversee the event and help with the use of audiovisual equipment, if needed.

(See Application on the following pages)

PIERMONT LIBRARY FACILITIES USAGE APPLICATION FOR NON-LIBRARY-SPONSORED EVENTS

All applicants should familiarize themselves with the Piermont Library Policy (link) on usage of library facilities including capacity, permitted uses and fee schedule (**see below**) for non-library-sponsored events.

Please fill out this application and the waiver of liability online (link). If it is more convenient to print, you may submit the paper copies to the library staff.

Once the completed application and waiver are received you will be notified of the availability of the space and fees, if any.

Upon receipt of the rental fees, if any, and any other documentation requested, your space will be reserved, and you will be so notified.

Schedule of Fees

Facility	Renter	Fee
Conference room during open hours	Nonprofit organizations and individual patrons depending on availability and equal access	FREE
Hudson Room After Hours	All except Non-profit organizations	\$500/up to 2 hours and \$200/each additional hour
Hudson Room After Hours	Registered Non-profit organizations	40% discount on the after-hour fees

1. APPLICANT INFORMATION

Name: _____

Organization Name if applicable: _____

Address: _____

Email Address: _____ Phone: _____

2. EVENT INFORMATION

Date and Day of the Planned Event: _____

Description of Event: _____

Requested facilities. Please check all that you wish to use:

Hudson Room and Gallery (max capacity: 50) ____

Conference Room (max capacity:15) _____

Number of People expected: _____

Start Time (including set-up): _____ End Time (including clean-up): _____

3. INDEMNIFICATION AND WAIVER OF LIABILITY

To the fullest extent permitted by law, Applicant agrees to defend, indemnify, pay on behalf of, and hold harmless Piermont Library, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other connected therewith, arising out of or connected to the Applicant's use or occupancy of the Piermont Library.

To the fullest extent permitted by law, the Applicant and its employees, officials, volunteers, agents and representatives waive any right of recovery against the Piermont Library, appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Applicant's use or occupancy of the Piermont Library.

4. DAMAGE TO PROPERTY OF THE APPLICANT AND ITS INVITEES

The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while at the Piermont Library for the planned event.

5. PROMOTION OF THE EVENT

The Piermont Library is not responsible for promoting the event. The Applicant takes full responsibility for publicity of their event, and it must include language that states that the event is not a Piermont Library-sponsored event.

6. ACKNOWLEDGEMENT & AGREEMENT

By signing below, I, as an applicant, or as an authorized representative of the applicant, acknowledge that I have read and reviewed the Piermont Library's Policy on Use of the Library for Non-Library-Sponsored Events, including indemnification and waiver of liability and agree to comply with all terms.

Applicant Signature and Date

Applicant Name/Affiliation