



North Castle Public Library Policy on the Use of Whippoorwill Hall

This policy governs the public use of meeting areas identified as the Community Meeting Space (stage area) and Whippoorwill Hall Auditorium in the North Castle Public Library. This policy is consistent with the applicable sections of New York State Education Law and is in accordance with the principles of Article VI of the Library Bill of Rights.

As an institution which is committed to serving the diverse cultural needs and interests of the North Castle residents by serving as a community resource center for cultural, educational and recreational needs, the Library welcomes the use of its facilities by organizations for such activities that will enhance the use of the Library. The facilities are available to any group whose headquarters are located within the Town of North Castle and whose membership is comprised primarily of North Castle residents. All meetings must be open to the public. Non-resident groups may also apply for use of the facilities for like purposes.

Permission to use these facilities is not an endorsement by the Library of the goals or activities of the organization to which permission is granted. As a limited public forum the Library facilities will allow discussions and presentations of an informational nature provided they are non-partisan and do not limit the presentation of divergent viewpoints. The Library reserves the right to prohibit programs which would substantially disrupt the Library's normal operations, if it may involve the use of hazardous materials, is excessively noisy or is not in the interest of the community patrons which the Library serves.

All organizations, both profit and non-profit, are subject to either resident or non-resident fees which serve only to meet the costs incurred by the Library. The Library reserves the right to charge fees on a program by program basis, with scholarships available on application to the Whippoorwill Hall Committee and at the discretion of the Board of Trustees.

Limitations

1. The library may not be used for any commercial purposes or fund-raising events, with the exception of activities conducted by the FRIENDS of the Library, or other organizations whose proposed activities are (a) consistent with the library's mission and (b) benefits the residents of the Town of North Castle. Applications to use the library must be submitted to the library director for review and approval. If an application is denied the applicant may appeal to the Library Board of Trustees.
2. The Library may not be used for soliciting membership or contributions for any individual or group other than the FRIENDS of the Library.
3. The Library shall not be liable for any injury sustained by any member of a group using the Library facilities.
4. No organization other than the FRIENDS of the Library may use the Library as its mailing address or for the receipt of telephone calls or faxes without the prior written consent or special arrangement of the Library Director.
5. The Library will not be responsible for the loss of, or damage to, equipment, supplies or other materials owned by any organization or individual.
6. The Library cannot provide storage for the property of organizations meeting there except the FRIENDS and the Green Acres Garden Club, nor accept shipments addressed to other organizations or provide special parking for anyone attending meetings or events.
7. Smoking is not permitted in the building. No alcoholic beverages or liquors may be brought to or consumed in the Library building or on the Library grounds. No food is allowed in Whippoorwill Hall.
8. Refreshments may be served in the Community Meeting Space only (stage area). Use of the Kent Plaza lobby area is available for intermission use for refreshments during Whippoorwill Hall performances.
9. Any activity or program intended for minors shall have adequate adult supervision. A minimum of two adults must be in attendance. The adult sponsor must agree to be in attendance, take responsibility for the conduct of the participants and must be responsible for any damages incurred or fees required to make the area ready for rental.
10. No special effects utilizing flame or smoke is permitted. (e.g. flash spots)

Any use not specifically covered herein, or as to which there is an ambiguity, shall be subject to review by the Library Board of Trustees, who shall make the final decision in regard thereto.

Regulations for Use of Library Public Facilities

1. **Administration:** The Whippoorwill Hall Committee, which is appointed each year in January by the Library Board of Trustees and answerable to the Board of Trustees, will be responsible for the administration of the Community Meeting Space (stage area) and Whippoorwill Hall. The committee shall consist of the Library Director, 3 trustees, one member of the Friends and 2 members of the community at large. The Board will review all extraordinary program usage requested, review any violation of the policies and regulations by an organization/individual sponsor and make available lists of approved technicians and opening/closing supervisors for after hours usage to applicants.
2. **Application, Reservations and Fees:** An application must be made in writing on the official application form and be submitted along with the certificate of insurance to the Library Director. An application cannot proceed without an applicable certificate of insurance. The term “sponsor” refers to the person signing the application as officially representing the organization or group requesting use of the facilities and does not refer to any member of the Library staff, Library volunteers or employees.

Facilities may not be reserved over the phone. Reservations must be cancelled at least 30 days in advance for full refund of fees, 14 days for a half refund and less than 14 days all fees are forfeited. Reservations are **not** transferable. If the Library closes during an emergency, such as a storm, all scheduled activities are automatically cancelled and fees refunded or activities re-scheduled.

Fees for the use of facilities are indicated on the application form and must be paid in full within 5 days after confirmation of reservation. All organizations must pay established fees for usage of the Hall: Pre-School Association, Friends of the North Castle Public Library and Green Acres Garden Club receive 12 annual uses at no charge. The Community Meeting Space and Whippoorwill Hall cannot be rented by two different groups simultaneously. Any organization using the Hall causing any other organization from having access will be charged both the day and evening rate. Use of public facilities beyond the normal closing hours requires the sponsor to make special arrangements for an opening/closing supervisor with the Director of the Library. The opening/closing supervisor must be paid directly by the sponsor.

3. **Financial Responsibility:** Any person, group or organization sponsoring use of the facilities must assume financial responsibility for any damages to the facilities or the building incurred during its use and repairs will be paid for by them. A security deposit of \$500 must be issued to the Library covering any damage that may occur during use. A pre and post site visit must be conducted. It is the responsibility of users to arrange for a site-visit. The sponsor is held responsible for bodily injuries and medical expenses for any or all injured persons attending a function in its behalf. There is no insurance coverage afforded by the North Castle Library for the benefit of individual or organizations using any portion of its facilities.

4. **Restoration of Facilities:** The sponsor shall be responsible for restoring the facility to its original condition immediately upon completion of the activity for which it has been used. For the Community Meeting Room this means putting away or rearranging chairs, tables and other equipment; disposing of debris and otherwise making the facility ready for the next user. An applicant violating this rule may forfeit the right to any future use of this space and will be liable for any additional costs incurred by the Library in cleaning and restoring the facility which exceeds the rental fee. Users of Whippoorwill Hall are expected to dispose of any loose debris, ie. programs, put away folding chairs on front stage if used and leave the facility ready for the next user. Applicants are NOT permitted to ask Library employees to provide services involving public facilities during working hours.
5. **Kitchen Use:** Use of the kitchen is limited to the preparation of simple refreshments and non-alcoholic beverages. The library does not provide table cloths, paper plates, napkins, towels, utensils, etc. When such items are used, they must be disposed of in containers provided. Equipment must be cleaned and put away. Users must leave kitchen clean and orderly.
6. **Use of the Library Projection Room:** If the Library's projection room equipment is used, the Library Director will supply a list of approved technicians for the sponsor to contact. The technician's fee must be paid by the sponsor directly to the technician prior to the function.

Any group that requires the use of the Library's Projection Room for more than five days within a two-week period and wishes to have one of its members operate the equipment in the Projection Room is required to demonstrate their competence to the library technician. The library technician will ascertain whether or not the individual chosen by the group is qualified to use the equipment in the Projection Room. All equipment will be tested by the library technician and a representative of the sponsor organization prior to and after the performance. The sponsor will be held responsible for any damage to the equipment. The library technician must be paid directly by the sponsor for the time spent with the sponsoring organization.

7. **Whippoorwill Hall Committee Approval:** is required for 1) anything to be sold, displayed or exhibited; 2) decorations and/or scenery; 3) moving the piano or furniture; 4) use of any films or equipment; 5) waiving of the need of technicians; 6) special scholarship fees and or 7) any mention of the Library as endorsing or sponsoring a function in publicity.
8. **Fire Regulations:** Occupancy of any particular space must be limited to the specific seating capacity or other legal requirements for fire code safety. **PRIOR TO THE START OF A PROGRAM THE PERSON IN CHARGE IS TO MAKE AN ANNOUNCEMENT STATING THE LOCATION OF THE FOUR EXITS AND INDICATING THE LOCATION OF SAME.**

9. **Publicity:** The library may be identified as the location of programs, meetings and events in any organizational publicity. Publicity for events held at the Library must note that they are open to the public. A copy of all publicity items must be submitted to the Library.

The staff or the library is not responsible for providing information about any upcoming events with the exception of those sponsored by the Friends of the Library or the Green Acres Garden Club. A telephone number other than the library's should be included in all publicity materials. The person, group or organization sponsoring the program is responsible for providing its audience and participants with directions to the library.

Adopted 11/9/98
Revised 4/01
Revised 11/11/02
Revised 9/13/04
Revised 10/9/06

Whippoorwill Hall Committee Approval Request: (see regulations)

Applicant/sponsor agrees to defend, indemnify and hold harmless the North Castle Public Library and the Town of North Castle, the Library Director, the members of the Whippoorwill Hall Committee, the Library Trustees and Library employees from and against all liabilities, damage, loss claims, demands and actions which arise or are claimed to arise out of or be connected with the premises and meeting/function including without limiting all liability, damage, loss, claims, demands and actions on account of personal injury, death, or damage to property. Applicant/sponsor will be responsible for all costs, fees, and disbursements associated therewith including all attorneys and investigate fees.

Signature of Applicant/Sponsor: _____
Date: _____

1. I _____, the applicant/sponsor for _____
(organization/group/individual) have read the Policies and Regulations governing the use of the North Castle Public Library's meeting facilities and accept responsibility for use of same requested above.

Signature of Applicant/Sponsor: _____
Date: _____

(Do not write below this line. For office only)

.....
Approved and confirmed: _____ Date: _____
(Library Director or authorized staff member)

Space requested: _____ Time of Day: _____

Fee for space: _____
* After hours charge: _____
Refreshment Custodial fee: _____
Total fee due: _____ Date fee received: _____ Amt: _____

Certificate of insurance received: _____ yes _____ no

List of available Projection Technician required _____ yes _____ no

Opening/Closing After Hours Supervisor will be _____

Projection Technician will be _____

Facilities Requested

(1) Community Meeting Space _____
 (Stage area seats 40)

	Non-resident group fees	North Castle Resident group fees	Fees per opening or closing when library is closed
Day	50.00	30.00	25.00
Evening	60.00	45.00	25.00

Technical Services/Equipment

- Kitchen (sink, stove, refrigerator)
- Chairs (40 stacking chairs available)
- Tables (six 6 foot tables)
- Podium
- 35 mm Film Projector
- Slide Projector
- Microphone with Podium: Table model or Free standing _____
- Pull down projection screen
- Piano

(2) Whippoorwill Hall Auditorium _____
 (seats 186 - rental includes full use of stage area - community meeting space as well)

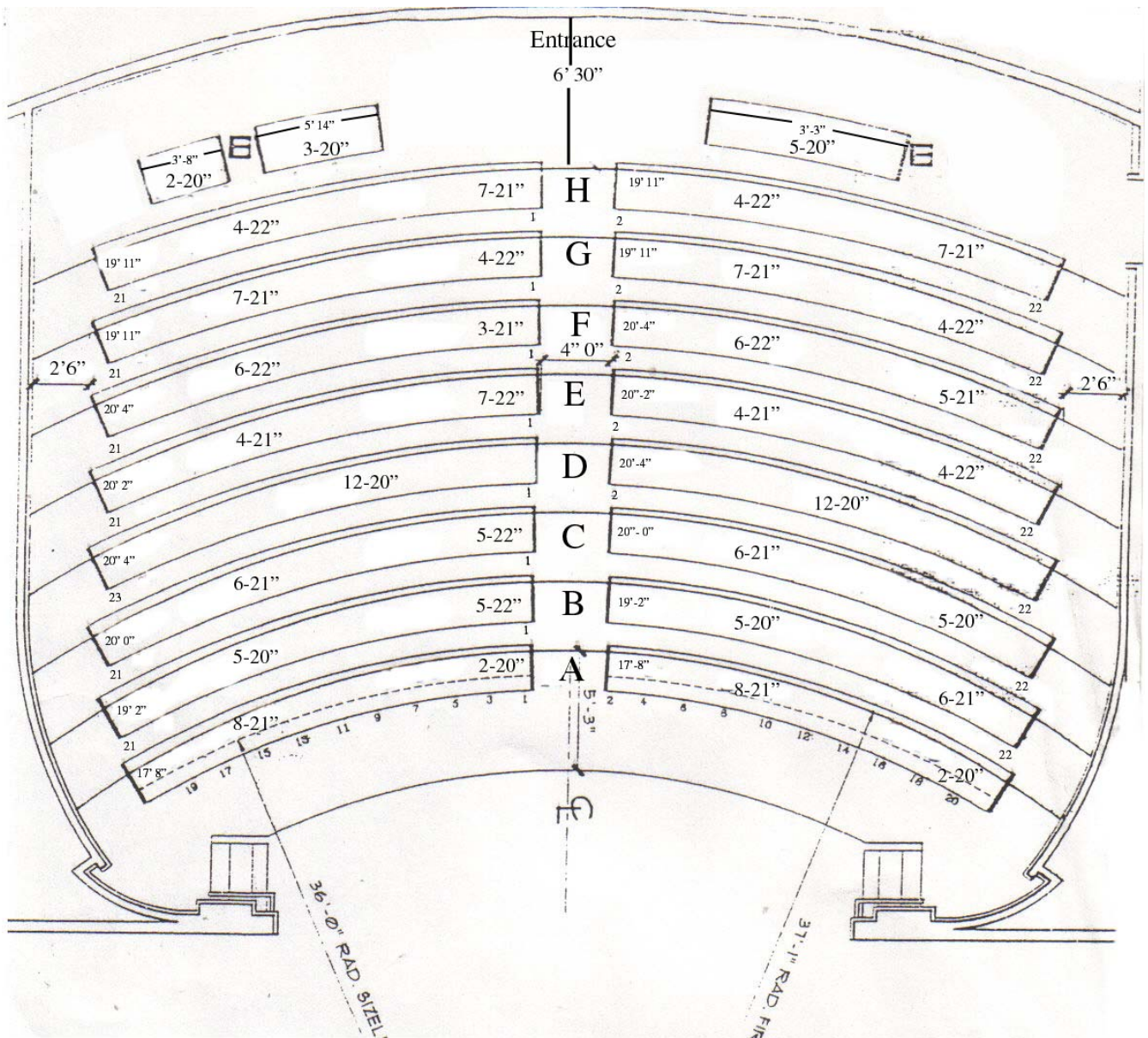
	Non-resident group fees	North Castle Resident group fees	Fees per opening or closing when library is closed
Rehearsal	60.00	45.00	25.00
Day Performance	75.00	60.00	25.00
Evening Performance	100.00	85.00	25.00
Day/night combined Rehearsal and Performance	100.00	85.00	
Performance Custodial Fee	35.00	25.00	

Projection Room: requires Projection Technician provided by the library (fee required) or a Renter provided technician approved by the library.

- VCR with computer graphics capability
- Cable TV
- Motorized Projection Screen (can be operated from back of stage without charge)
- Computerized stage lighting - lamp charges: \$4.00 hour for theatrical lights
- Intercom and backstage headsets (2)

Projection Technical hired for function will
 be _____ Phone _____
 (list of approved technicians is available from the Board of Library Facilities)

After Hours Opening/Closing Supervisor will
 be: _____ Phone _____
 (List of available supervisors may be obtained from the Board of Library Facilities)



Capacity:
185 + 5 handicap

Whippoorwill Hall