



### **North Castle Public Library Policy on the Use of Whippoorwill Theater**

This policy governs the public use of Whippoorwill Theater 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.

The Library welcomes the use of its facilities by organizations for activities that enhance the use of the Library. The facilities are primarily available to North Castle residents and any group whose headquarters are located within the Town of North Castle. Non-resident groups may also apply for use of the facilities for like purposes as availability permits. All meetings must be open to the public.

Permission to use these facilities is not an endorsement by the Library of the goals or activities of organizations to which permission is granted. As a limited public forum the Library facilities will allow discussions and presentations of an informational nature provided they 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 (e. g. if they involve the use of hazardous materials, are excessively noisy or are not in the interest of the community patrons which the Library serves).

### **Regulations for Use of Whippoorwill Theater**

1. **Administration:** The Library Board of Trustees will review all extraordinary program usage requested and any violation of the policies and regulations by an organization/individual sponsor.
2. **Application/ Reservations:** To reserve Whippoorwill Theater an applicant must:
  - Complete the online Whippoorwill Theater Application (found on the library website and Appendix 1 of this document)
  - Submit a detailed description of the set, lighting and sound design for review and approval two weeks prior to move in to the Library for review. The Library has the right to change, or question design elements that pose safety hazards or potential damage to Whippoorwill Theater. Additional requirements should be submitted in the form of a

written stage lighting plot, sound design and/or construction plans of sets, along with names and contact information of operating technicians to the Whippoorwill Theater Coordinator.

- A certificate of insurance that meets the requirements of the Town of North Castle (found in Appendix 3 of this document).
- A signed Hold Harmless Agreement (found in Appendix 4 of this document).
- Reservations: Reservations must be cancelled at least 30 days in advance for full refund of fees, 14 days for a half refund and if 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.

3. **Fees:** Fee structure for rental of Whippoorwill Theater is described in Appendix 2

- Whippoorwill Theater can only be rented by one organization at a time.
- Fees must be paid in full within 5 days after confirmation of reservation.
- Any organization using Whippoorwill Theater beyond scheduled time and causing another organization from having access will be charged full daily fee.
- Use of Whippoorwill Theater beyond the normal hours requires the sponsor to make special arrangements for an opening/closing supervisor with the Whippoorwill Theater Coordinator.
- If a staff member is called for assistance when the library is closed, overtime fees will be paid by the applicant according the fee structure in Appendix 2.
- The Piano is tuned 4 times a year. If the applicant requires an additional piano tuning, the applicant will be responsible for paying the library.

4. **Financial Responsibility:** The applicant is financially responsible for:

- Paying all rental fees.
- Providing Insurance as required by the Town of North Castle.
- Committing to the requirements of the Hold Harmless Agreement.

5. **Restoration of Facilities:** The applicant will be responsible for restoring the facility to its original condition immediately upon completion of the activity for which it has been used. All changes to sound and/or lighting equipment must be restored as per the sound and lighting design provided in the tech packet and must be reviewed with the library technician or representative to assure that equipment used is restored and working. Restoration also includes 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.

The Library contracts with a cleaning company 5 days a week Monday through Friday. Renters are responsible for trash pickup and cleanliness of the theater during the weekend. If cleaning services are required during the weekend hours the Library will provide service at an additional fee.

6. **Kitchen Use:** Use of the kitchen is limited to the preparation of simple refreshments and non-alcoholic beverages. The applicant is responsible for all supplies (e.g. 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.
7. **Fire Regulations:** Applicant must ensure conformance to fire code occupancy requirements. The occupancy of Whippoorwill Theater is as follows:
  - Auditorium 189
  - Stage: 40
  - Basement : 20

**PRIOR TO THE START OF A PROGRAM THE PERSON IN CHARGE IS TO MAKE AN ANNOUNCEMENT STATING THE LOCATION OF THE FOUR EXITS.** All Exits including access stairway from Library down to storage and fitting rooms, as well as backstage must be clear of any sets, costumes or any other materials that may create a hazard to exiting patrons in the event of an emergency evacuation. A diagram of all storage areas on stage and below is included in the application packet.

8. **Publicity:** The applicant is responsible for all publicity for their program(s)  
All applicants' publicity must state:
  - The program is open to the public
  - Website and contact information such as email address and/or telephone number other than the library

The applicant sponsoring the program is responsible for the following:

- Submit a copy of all publicity items to the Library
- Flyers should include Title of Event, date, time, address, telephone number, website and logo
- The poster should be double sided 24" x 36", which can be posted in the Library windows by the Kent Place entrance not earlier than one month prior to the event.
- Provide no more than 2 slides of digital materials to publicize the event on the electronic screen located in the Library. All digital materials should be submitted according to the specifications provided by the Publicity Coordinator
- Submit information for the email blast to Publicity coordinator

If all the above is done the library will:

- Hang the double-sided poster in the Kent Place lobby window for one month prior to the scheduled event
- Display digital image of applicants publicity on library's electronic screens for one month prior to the scheduled event
- Send an e-mail blast will be sent by the library one week prior to the date of the event

### **Limitations for Use of Whippoorwill Theater**

1. The Library and Whippoorwill Theater may only be used for not-for-profit purposes. The objective of all Whippoorwill Theater programs is to be:

- Be consistent with the library's mission.
  - Benefit the residents of the Town of North Castle.
2. No organization other than the Friends of the North Castle Public Library, Inc. 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.
  3. The Library will not be responsible for the loss of or damage to equipment, supplies or other materials owned by the applicant.
  4. Smoking is not permitted in the building. No alcoholic beverages or liquors may be brought to or consumed in the Library building or on Library grounds without an approved permit from the Town of North Castle. No food is allowed in Whippoorwill Theater.
  5. Food is not allowed in Whippoorwill Theater Auditorium .Light refreshments may be prepared in the kitchen area and served on the stage. Renter is responsible for cleanup of the kitchen, and stage area is to be free of all trash.
  6. Whippoorwill Theater Lobby may be used for intermissions. Kent Place Library lobby has handicap access and must remain unlocked during performances. Sale of candy and refreshments is restricted to the lobby.
  7. 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 and take responsibility for the conduct of the participants.
  8. No special effects utilizing flame or smoke are permitted.

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