



## ***North Castle Public Library***

### **Whippoorwill Hall Policy**

This policy governs the public use of Whippoorwill Hall in the North Castle Public Library. It is consistent with the applicable sections of New York State Education Law and is in accordance with the principles of the Library Bill of Rights, published by the American Library Association, and other Library policies, including, without limitation, the Library's Code of Conduct Policy.

The Library welcomes the use of Whippoorwill Hall by applicants for activities that enhance the use of the Library. Whippoorwill Hall is 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 Whippoorwill Hall for like purposes, as availability permits. All activities 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 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 Hall**

**1. Application/ Reservations:** To reserve Whippoorwill Hall, an Applicant must:

- Complete the Whippoorwill Hall Application;
- Submit to the Library for review a detailed description of the set, lighting, and sound design for review and approval two weeks prior to move in. The Library has the right to change or question design elements that pose safety hazards or potential damage to Whippoorwill Hall. 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 Hall Coordinator;
- Submit a certificate of insurance that meets the requirements of the Town of North Castle as detailed in the Town of North Castle Minimum Insurance Requirements for Events document; and,
- Submit a signed Indemnification and Hold Harmless Agreement provided by the Library.

Reservations must be cancelled at least thirty (30) days in advance for full refund of fees, fourteen (14) days for a half refund, and, if less than fourteen (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.

**2. Fees:** Fee schedule for rental of Whippoorwill Hall is provided as part of the application packet.

- Fees must be paid in full within five (5) days after confirmation of the reservation.
- Any organization using Whippoorwill Hall beyond scheduled time and preventing another organization from having access will be charged the full daily fee.
- Use of Whippoorwill Hall beyond regular Library hours requires the Applicant to make special arrangements with the Library for an opening/closing supervisor. Overtime fees will be paid by the Applicant according to the fee schedule provided for any such opening/closing or calls for assistance outside of regular Library hours.
- The piano is tuned four (4) times a year. If the Applicant requires an additional piano tuning, the Applicant will be responsible for reimbursing the expense incurred by the Library.

**3. Financial Responsibility:** The Applicant is financially responsible for the following:

- Paying all rental fees;
- Providing a certificate of insurance, as required by the Town of North Castle's Minimum Insurance Requirements for Events document; and,
- Committing to the requirements of the Indemnification and Hold Harmless Agreement required by the North Castle Public Library and Town of North Castle.

**4. Restoration of Whippoorwill Hall:** The Applicant will be responsible for restoring Whippoorwill Hall 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 provided by the Library and must be reviewed with the Library technician or representative to ensure that such equipment is restored and working. Restoration also includes putting away or rearranging chairs, tables, and other equipment; disposing of debris and otherwise making Whippoorwill Hall 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 Whippoorwill Hall.

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

**5. Fire Regulations:** Applicant must ensure conformance to fire code occupancy requirements. The occupancy of Whippoorwill Hall is as follows:

- Auditorium: 189
- Stage: 40
- Basement: 20

**Prior to the start of a program, the applicant, or an individual appointed by the applicant, must make an announcement stating the location of the four exits.**

All exits, including the access stairway leading from the Library to the storage and fitting rooms, as well as backstage, must be clear of any sets, costumes, or other materials that may create a hazard to exiting patrons in the event of an emergency evacuation. A diagram of all storage areas on and below the stage is included in the application packet.

**6. Administration:** The Library Director will review all extraordinary program usage requested and any violation of the policies by the Applicant or any organization or individual sponsor engaged by the Applicant. In the event of any violation, the Library and security personnel on duty are authorized to ask persons who violate these policies to immediately leave Whippoorwill Hall and the Library premises and grounds. Violation of these policies may result in such violator and the Applicant being banned from Whippoorwill Hall and use of Whippoorwill Hall. In addition, violation of these policies or failure to abide by such banning may lead to criminal prosecution. The Applicant or any person who is banned from Whippoorwill Hall for a period in excess of one (1) week has the right to appeal by requesting a hearing before the Board of Trustees of the Library, provided such hearing is requested by written notice addressed to "Board of Trustees, North Castle Public Library, 19 Whippoorwill Road East, Armonk, NY 10504", received no later than five (5) days after such person has been first notified that he or she has been banned from the Library.

**7. Publicity:** The Applicant is responsible for all publicity for their program(s).

All publicity must state:

- The program is open to the public.
- Website and contact information, such as email address and/or telephone number, by which the organization represented by the Applicant may be reached.

The Applicant sponsoring the program is responsible for the following:

- Submit a copy of all publicity items to the Library two (2) weeks prior to circulating such publicity;
- Flyers should include the title, date, and time of the event, and, the address, telephone number, website, and logo of the sponsored organization(s);
- Any poster should be double-sided 24" x 36", which can be posted in the Library windows by the Kent Place Lobby entrance not earlier than one (1) month prior to the event;
- Provide no more than two (2) slides of digital materials to publicize the event. All digital

materials should be submitted according to the specifications provided by the Library staff; and,

- Submit information for the email blast to the Library staff.

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 the digital image of Applicant's publicity on the Library's electronic screens for one month prior to the scheduled event; and,
- Send an e-mail blast to the Library patron email list one (1) week prior to the date of the event.

### **Limitations for the Use of Whippoorwill Hall**

1. The Library and Whippoorwill Hall may only be used for not-for-profit purposes.
2. The objective of all Whippoorwill Hall programs is to:
  - Be consistent with the Library's mission.
  - Benefit the residents of the Town of North Castle.
3. Whippoorwill Hall can only be rented by one (1) Applicant/organization at a time.
4. 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.
5. The Library will not be responsible for the loss of or damage to equipment, supplies, or other materials owned, rented, or used by the Applicant.
6. Smoking is not permitted on Library property.
7. No alcoholic beverages or liquors may be brought to or consumed on Library property without an approved permit from the Town of North Castle.
8. 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. tablecloths, paper plates, napkins, towels, utensils, etc.). When such items are used, they must be disposed of in the containers provided. Equipment must be cleaned and put away. Applicants must leave the kitchen clean and orderly.
9. Light refreshments may be prepared in the kitchen area and served on the stage. The Applicant is responsible for cleanup of the kitchen, and the stage area is to be free of all trash.

10. Food is not allowed in Whippoorwill Hall Auditorium. Whippoorwill Hall Theater Lobby may be used for the sale and consumption of candy and refreshments prior to performances and during intermissions.
11. The Kent Place Lobby has handicap access and must remain unlocked during performances.
12. Any activity or program intended for minors shall have adequate adult supervision. A minimum of two (2) adults must be in attendance. The adult Applicant must agree to be in attendance and take responsibility for the conduct of the participants.
13. No special effects utilizing flame or smoke are permitted.

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