



**VESTAL PUBLIC LIBRARY
ROOM / SPACE RENTAL POLICY
& APPLICATION**



VESTAL PUBLIC LIBRARY ROOM / SPACE RENTAL POLICY

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VESTAL PUBLIC LIBRARY ROOM / SPACE RENTAL POLICY

Each room / space rental and occupant is subject to the VPL conditions, rules, and regulations. Vestal Public Library reserves priority scheduling for all VPL meeting spaces.

Vestal Public Library reserves the right to deny any room / space rental application or cancel future bookings for groups or persons in violation of the VPL Patron Code of Conduct, VPL Room / Space Rental Policy Agreement, VPL Health & Safety Rules, and/or delinquent 4CLS fines/fees.

Rentable VPL space includes: **Large Meeting Room (94 person capacity)** and the **Conference Room (11 person capacity)**.

I. AVAILABILITY:

- VPL programs receive first priority
- Available to community patrons on a first come first served based on receipt of payment
- Organization / Group / Individual booking the room is responsible for supplying an interpreter if one is requested
- Groups are responsible for enforcing existing safety regulations:
 - 1) No smoking at any time inside the building or outside
 - 2) Exits and entrances must be kept free of obstruction
 - 3) Meetings should not disrupt ordinary library activities
 - 4) At the start of each meeting, speaker should point out emergency exits

II. RENTAL FEES

- VPL meeting rooms are available to Four County Library System Patrons in 1 hour increments only. (The Town of Vestal Departments are exempt from Rental Fees, but are required to provide advanced notice).
- Rooms / Space may be rented for single use (hourly) or recurring monthly rentals (hourly & 1 meeting per week). Room / Space Rentals may be scheduled & reserved up to 12 months in advance. Fees are calculated based on the number of hours scheduled.
- Reservation payments are due in-full at the time of scheduling. Only verified appointments that are paid for in-full will be scheduled.

All Rental Fees are final and non-refundable. Upon review by the Library Director, room rental credits may be issued and/or rescheduled if:

1. the Library is closed for reasons beyond its control (weather, emergency)
2. the individual/group provides the Library at least 48 hours notice of cancellation
3. the individual/group is displaced by a Library or government program



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MEETING SPACE PRICING GUIDE
VERIFIED NON PROFIT & COMMUNITY ORGANIZATIONS PRICING
<p><u>CONFERENCE ROOM PRICING (11 person capacity)</u> - \$10 PER HOUR(1 hour increments only) <i>**The use of the kitchen is permitted upon request**</i></p>
<p><u>LARGE MEETING ROOM (94 person capacity)</u> - \$15 PER HOUR (1 hour increments only) <i>**The use of the kitchen is permitted upon request (additional \$10 fee)**</i></p>
FOR PROFIT & PRIVATE EVENT PRICING
<p><u>CONFERENCE ROOM PRICING (11 person capacity)</u> - \$20 for the first hour, \$10 for each hour beyond that (1 hour increments only) <i>**The use of the kitchen is permitted upon request**</i></p>
<p><u>LARGE MEETING ROOM (94 person capacity)</u> - \$35 for the first hour, \$15 for each hour beyond that (1 hour increments only) <i>**The use of the kitchen is permitted upon request**</i></p>

III. ROOM / SPACE RENTAL APPLICATION & PROCEDURES

- A. Meeting Room rentals may be secured by submitting a completed **VPL Meeting Space Rental Application**, schedule verification by a VPL Librarian, and paying the accompanying room rental fee. Payments will only be accepted after scheduling verification and a confirmation number is given, Payments may be made in-person via cash, check or credit card and online credit card payments may be submitted via the Library’s Donate & Pay app.
- B. Meeting Room Rental Applicants must be verifiably at least 18+ years of age and a current Four County Library System card-holder.
- C. A representative of the group, who has read and agrees with the policy, must submit the **VPL Meeting Space Rental Application** and applicable fees within one week of initial request for confirmation of reservation.
- D. Applications and reservations are limited to a maximum of 12 months in advance, beginning the month in which applications are submitted. Bookings and reservations are accepted on a first-come-first-serve basis.
- E. All VPL Meeting Room Rentals & Bookings must first be verified and accompanied by a completed **VPL Meeting Space Rental Application** and payment in-full of all room rental fees before a reservation is finalized.



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- F. Any organization holding a meeting open to the public **MAY NOT** charge an entry fee.
- G. No group or individual may solicit for donations within the library except VPL and the VPL Friends Group.
- H. No group or individual may proselytize within the library.
- I. Rejected applications may be appealed to the Vestal Public Library Director (reference@vestalpubliclibrary.org). A final decision will be made by the Library Director with the support of the Library Board.

IV. SCHEDULING

- A. All meetings must be scheduled during normal VPL operating hours and end by 7:30 PM Monday - Thursday, by 4:30 PM Friday, and 3:30 PM - Saturday.
Exceptions are made to Library related meetings and the Broome County Board of Elections.
- B. Cancellations must be made at least 48 hours in advance – Library Director may restrict future meetings if cancellation requirements are not met.
- C. Meetings must be completed and room empty by library closing time
- D. Meeting Rooms are available for rent during the Vestal Public Library's regular operating hours.
See VPL's current operating schedule for regular and holiday hours.
<https://www.vestalpubliclibrary.org/hours>
- E. Reservations are made on a first-come-first-served basis with completion and verification of the following mandatory steps:
 - 1. Submission and verification by a VPL Librarian of a completed [VPL Meeting Room Rental Application](#)
 - 2. Payment and verification of any & all accompanying fees paid in-full to the Vestal Public Library.
- F. Reservations for the current 12 month cycle may be made at any time. No reservations will be taken more than 12 months in advance and payment is due in-full at the time of reservation.
see section II. Rental Fees for pricing
- G. In order to allow for equitable use of the facility by VPL Patrons, recurring meetings will be limited to one per week. The frequency of reservations are subject to regulation at the discretion of the Vestal Public Library Board of Trustees.
- H. All scheduled meetings must be verified and recorded by a member of the Information Services staff on the Meeting Room Reservation Calendar.
- I. Meeting Room bookings shall be maintained in the VPL Meeting Room Reservation Calendar. Last-minute changes will be updated as soon as possible.



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V. CLOSINGS & CANCELLATIONS

- A. All Vestal Public Library, Town of Vestal, and Government Programs take precedence over all other uses of the Meeting Rooms. The Library, therefore, reserves the right to cancel or reschedule previously scheduled meetings to alternate dates or rooms after contacting the affected groups/individuals.
- B. All groups/individuals shall notify the Library of any cancellations with as much forewarning as possible. Only meetings cancelled within (48) hours before a scheduled meeting will receive credit for future meetings to be rescheduled. Frequent cancellations and abuse of VPL's rescheduling policy may disqualify a person or group from receiving room rental credits in the future.
- C. The Library reserves the right to close the Meeting Rooms for reasons beyond its control (i.e., inclement weather, etc.). The Library will notify the groups/individuals listed on the VPL Room Rental Application form and issue room credit toward future meetings. It is the responsibility of the room rentee to disseminate closure information to their group. As soon as a closing determination is made, such closing will be announced on VPL's Website <https://www.vestalpubliclibrary.org/>, social media accounts, and local news media.

VI. GENERAL RULES & REGULATIONS

- A. It is the responsibility of the registered groups/individuals renting the Meeting Room to ensure compliance with Fire Code occupancy limits, which are clearly posted in each room.
- B. Food & Drink may be served in Meeting Rooms. Each individual or group renting the meeting space is responsible for maintaining the cleanliness of the room it uses. If the kitchen is rented (for an additional \$10 fee), the group is responsible for leaving the kitchen clean for the next group/individuals.
- C. Due to Fire Code restrictions, **open flames of any kind are strictly forbidden**. Including but not limited to: candles, canned heat chafing dishes, lanterns, etc. Violators of this policy may be subject to additional fees and will have their room rental privileges permanently revoked.
- D. Smoking or Vaping is NOT permitted on Library property. Violators of this policy may be subject to additional fees and will have their room rental privileges permanently revoked.
- E. The setup & cleanup of the rented space is the responsibility of each group. Chairs and tables should be stored on the side of the Meeting Room for the use of groups in those rooms; the Conference Room setup may be altered, but only slightly, due to space restrictions. Groups may NOT leave anything in hallways, due to fire code and safety restrictions.
- F. Library employee parking spaces may not be used by those setting up or attending a meeting; only the main front door of the Library may be used.
- G. In accordance with Federal, State, and Local fire laws, lights above exit doors in Meeting Rooms must remain lit at all times. Violators of this policy may be subject to additional fees and will have their room rental privileges permanently revoked.



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- H. The Rental of a VPL meeting room does not constitute an endorsement or sponsorship by the Vestal Public Library of a program or the point of view expressed. Any advertisement must in no way imply Library sponsorship or support.
- I. No group has permission to use the Library's name, phone number, or address for any purpose related to their meeting or organization. The Library may not be used as a mail drop or contact for any group.
- J. In the case of an emergency, library staff reserves the right to interrupt meetings to safely evacuate the building.
- K. Individuals / Groups using the Meeting Rooms are expected to conduct their activities in an organized, respectful, quiet, and orderly manner. The Library staff may notify the police if a group's behavior warrants such action. In such a case, the individual / group in question will lose all room rental privileges and must appeal to the Library Director to reinstate their privilege to rent the VPL Meeting Rooms in the future.
- L. Nothing may be attached to any wall or ceiling in any room or hallway in the library without consent of the Library Director. Approved announcements may be posted on Library bulletin boards.
- M. Restrooms must be left clean and unlocked.
- N. The side door to the Library is a FIRE DOOR and must NOT be opened or propped open. Meeting Room privileges will be revoked for groups/individuals found or reported to prop this door open or allow it to be used as an entrance.
- O. All individuals/groups using Meeting Rooms are required to conclude their meetings on time and be cleaned up before the next scheduled meeting. All individuals/groups must complete their "Meeting Room Checklist and Closing Report" for each meeting. The Library will collect the information to be found on this report for statistical purposes. Checklists must be turned in to the Reference Librarian at the conclusion of each meeting.

VII. EQUIPMENT AND SUPPLIES

- A. Equipment available without advance notice to Reference/Information Services:
lectern; projector stand; wireless high-speed internet
- B. Equipment available with advance notice to Reference/Information Services:
VHS/DVD player (Meeting Room only); Flat-screen TV (Meeting Room only); high-speed wired internet connection.
- C. All borrowed equipment must be returned in satisfactory condition at the conclusion of each meeting.
- D. No equipment, supplies, furniture, food, or materials of any kind belonging to any patron or group shall be permitted to be stored in the Meeting Room, Kitchen, hallways or elsewhere in the Library building.



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- E. The Library assumes no responsibility for any materials left on the premises, nor for loss or theft of, or damage to, any equipment or materials owned or rented by any group or individual related to any group renting the Meeting Rooms.
- F. Any groups or individuals borrowing/using Library equipment assume responsibility for the proper use & care of the equipment and its subsequent condition.

VIII. EXITING MEETING ROOMS

- A. Each registered group/individual is responsible for the condition and tidiness of the rented space after each use and the replacement/reimbursement of any lost or damaged equipment.
- B. At the conclusion of each meeting: all chairs and tables must be re-stacked in their appropriate locations.
- C. Any group found damaging VPL space or equipment will lose all future Room Rental privileges, forfeit any/all paid fees, and will be charged for the replacement or repair of any damages or lost equipment.
- D. Any group failing to return the VPL meeting rooms in a satisfactory condition upon exit, will receive an initial written warning. Any subsequent offenses will result in a \$50 cleaning fee per offense and may result in the denial of further use of VPL Meeting Room Rentals.
- E. Groups must complete a "Meeting Room Checklist & Closing Report" after each meeting and turn the form to the Reference Desk. Groups or individuals failing to fill out and submit their required Meeting Room Checklist & Closing Report will be notified. A second offense may result in loss of rental privileges and forfeiture of fees paid.

IX. POLICY VIOLATIONS

As a result of violating any of the foregoing rules or regulations, groups, organizations, or individuals may be denied further Room Rentals, and may be liable for any damages and expenses incurred by the Library. Groups will be notified in writing of violations as they occur.

X. LIABILITY

The representative(s) of the Group must sign a room usage agreement that acknowledges all of the requirements contained herein and approved as to form by the Library Board of Trustees' legal counsel. The Group agrees to indemnify and hold the Vestal Public Library, Library Board of Trustees, and the Town of Vestal and any officer, employee and/or agent thereof free and harmless from any and all loss(es), penalty(ies), damage(s), settlement(s), cost(s), charge(s), professional fee(s) or other expense(s) or liability(ies) of every kind arising from or relating to any and all claim(s), lien(s), demand(s), obligation(s), action(s), proceedings or causes of action of any kind in connection with, or arising directly or indirectly from the usage of the room including negligent error(s) and/or omission(s) and/or act(s) by the Group, including Group's employees and licensees



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or invitees.