

Special Event Rentals Rules & Guidelines



General Rules and Regulations:

Below are general rules and guidelines for all James Prendergast Library Association (JPLA) room reservations.

1. Use of JPLA's facility may be prohibited or terminated at any time if the group or individual conduct interferes with staff work or patron use of the Library, is disruptive to library service or patrons, or is abusive or dangerous to people, the building, library materials, exhibits, and furnishings.
2. JPLA's policies apply to all people on library property. JPLA may withdraw permission to reserve rooms from groups or individuals who have failed to comply with the Facility Use Policy, Rules of Conduct Policy, or any other library policy. JPLA policies are available on the website or at the public service desks.
3. Groups and individuals who use meeting or study rooms are library guests, and their use of the space should reflect that understanding. Areas designated as staff-only areas are for JPLA staff and volunteers only.
4. JPLA's name and address may not be used as the address or headquarters of a group, organization, or individual making a reservation.
5. JPLA cannot create or display wayfinding signage for room reservations, hand out flyers, provide printed information about room reservations at public desks, or promote programs or events in Library marketing materials.
6. All groups or individuals using the rooms will leave the facilities clean and orderly and are responsible for any damage to library property that occurred during the room reservation.
7. JPLA will charge a cleaning fee for a reservation if they request to serve shared food and drinks during a room reservation.
8. Room reservations may start at or after 9:15 am Monday-Friday and 10:15 am on Saturdays, and the reservation must end (15) minutes before closing, 6:45 pm Monday-Friday and 3:45 pm Saturdays to give staff sufficient time to open and close the building.
9. Room reservations are only permitted during the Library's open hours.
10. An authorized representative of the group reserving the room must remain on the premises throughout the period for which it is reserved or until the meeting or event ends.
11. JPLA will not assume responsibility for the security of items in the room during a reservation or provide storage of materials or equipment for a reservation using the room.
12. Alcohol and tobacco use are prohibited on library grounds. The New York State Clean Indoor Air Act (CIAA) prohibits smoking and vaping within 100 feet of entrances, exits, or outdoor areas of public libraries.
13. Rooms must be reserved by an adult (18 years or older). Persons bringing children thirteen (13) and under to reservations must assume responsibility for their care and behavior. Young Adults, age fourteen (14) or older, may reserve study rooms at the discretion of Library Management.
14. Reservation cancellations should be made as early as possible to allow others to use the room. Failure to notify JPLA of a cancellation may jeopardize future reservations.
15. At the library management's discretion, JPLA programs and events may be exempt from some of the above regulations.

Special Event Rental Rules and Guidelines

JPLA or community nonprofit organizations primarily use Library spaces for public programming. We are pleased to offer the public the opportunity to rent spaces for private events when available. The Library may rent out the Community Room and Fireplace Room for special events to individuals or organizations for a set donation fee. A private social event includes, but is not limited to, parties, showers, receptions, other celebrations, and any event closed to the public.

Library programs and public meeting room reservations take priority over all rental use. Individuals or organizations may only rent the Community and Fireplace Rooms for special events. All event fees support the library's services and programs.

Special Event Rentals Rules & Guidelines



1. Meeting rooms and study rooms are free to reserve, with the understanding that the meeting will be open to the public. If a group or individual wants to hold a special event not open to the public, a fee is required based on the following time blocks:

Rental Time Block	Fee Per Room
Two (2) Hours	\$50.00
Four (4) Hours	\$75.00
Six (6) Hours	\$100.00
Hourly	\$30.00
Nonprofit Fee	\$20.00

2. If an individual or group wants to serve shared food and drink during the event rental, a cleaning fee will be added to the total cost. Please see the cleaning fee information on the Special Event Rental Application.
3. Fees will be quoted upon request and provided before the Special Event Agreement is signed.
4. Nonprofit organizations are charged \$20.00 for events that are closed to the public. Library management may waive fees for nonprofit organizations.
5. Once the reservation has been approved, a non-refundable deposit of \$30.00 is required for private social events reserved by an individual or business. The deposit will be applied to the total fee due.
6. All persons attending a special event rental at the Library shall follow the Library's Policies, including the [Rules of Conduct Policy](#). Rental status does not subvert library policies, and individuals or groups may be asked to leave the Library if they do not follow policy rules and guidelines.

Special Event Rental Agreement

The James Prendergast Library Association (JPLA) reserves the right to deny a Special Event Rental if a patron disregards any part of the Facility Use policy, Rules of Conduct policy or for any other misuse of library space, as determined by JPLA staff.

By signing this agreement, I indicate that I understand the terms of the Special Event Rental Rules and Guidelines and agree to abide by it.

Name (Printed)

Signature

Date