

## **Admiral Room Policy Joint Operating Committee – Bayview Commons Policy**

**Bayview Commons, which includes the Admiral Room, is a smoke free environment.**

### **1. Purpose**

It is the Joint Operating Committee's intention to make the Admiral Room in Bayview Commons available to the residents and organizations of Erie County for educational, civic, and cultural meetings and events. **In the interest of serving as many groups as possible, groups may schedule up to twelve (12) events per calendar year.**

No abuse of the facility or facility policies will be tolerated. The Joint Operating Committee reserves the right to cancel reservations and/or eject any group that does not observe the facility policies or common decency.

This policy is subject to change without notice by vote of the Joint Operating Committee.

### **2. Hours of availability**

The times and days that the Admiral Room will be available for scheduling will be the hours of service of the Library, which are as follows:

| <b>Day of the Week</b> | <b>Time open</b> | <b>Time closed</b> |
|------------------------|------------------|--------------------|
| Monday- Thursday       | 9:00 AM          | 8:30 PM            |
| Friday-Saturday        | 9:00 AM          | 5:00 PM            |
| Sunday                 | 1:00 PM          | 5:00 PM            |

To avoid incurring additional staff costs the organization and all participants must be out of the building at closing time; therefore, ending times should be scheduled 30 minutes prior to closing to allow for clean-up and departure.

### **3. Access to facility and parking for events**

Access to the complex is from the main Front Street doors only beginning at 9:00 a.m.

### **4. Scheduling requirements**

The Library staff is responsible for scheduling the Admiral Room. At the time of scheduling any public space, the individual or group must provide a description of the event, numbers expected, starting and ending times, and any special needs. Requests will be scheduled in order of receipt.

### **5. Insurance requirements**

The individual or entity using the Admiral Room is responsible for the care of the area and must provide proof of liability insurance if requested. If liability insurance is not carried by the individual or entity, the Library will consult with the County's insurance broker for a decision as to whether insurance is necessary for the anticipated level of risk. Permission will be at the discretion of the insurance broker.

### **6. Fees (Subject to change at the discretion of the Joint Operating Committee)**

| <b>ADMIRAL ROOM</b>  | Non-Profit Organizations<br>(must provide proof of non-profit status) | Commercial/ Private Business                      | Erie County Public Library, Erie County Departments, State Agencies & other governmental agencies, Maritime Museum |
|--|---|---|--|
| Base charge  | \$50/year with 12 rentals within the calendar year<br>Non-refundable  | \$200 per rental<br>Refundable with 7 days notice | No charge  |
|  |   |   |  |
|  |   |   |  |
| Clean up fee<br>(applicable ONLY when room is left in disarray after an event) | \$50  | \$50  | No charge  |

### **7. Confirmation process**

At the time of scheduling, the contact person for the group will receive a copy of the policy and a contract. The contract, payment, and any required documentation must be returned **no later than two weeks after requesting the date. If it is not received within the 2-week deadline the reservation will be cancelled and released for booking.** When the signed contract and payment are returned with all required documentation, the event will be considered confirmed.

### **8. Cancellation Policy**

**One-time** events may be canceled with seven days' notice. If less than seven days' notice is given, the individual or entity will forfeit any rental fee paid.

### **9. Security requirements**

The Joint Operating Committee reserves the right to require the scheduling organization to secure and pay for additional security during Library hours of service if necessary for the event. The scheduling organization will be held liable for any costs incurred for additional security if, at the discretion of members of the Joint Operating Committee, it becomes necessary to call for security while an event is in progress.

### **10. Room Arrangements**

The Admiral Room seating is set up in a classroom style only with a **maximum 40-person occupancy.**

### **11. Use of equipment**

Any individuals or groups making use of the Admiral Room's audio/visual equipment are responsible for its use. Please request the equipment when you make your initial reservation so that we may have it ready for your use.

## **12. Refreshments**

Refreshments may be served in the Admiral Room. No alcoholic beverages may be served in the Admiral Room. It is the responsibility of the group to make sure that no damage is done to the Admiral Room during the serving and eating of food. **Groups may not bring in their own electric appliances or other cooking and heating devices.**

## **13. Damage**

The individual or group using the Admiral Room and related areas is responsible for leaving the space as it was found. **If there is damage to the building, furniture or equipment, the repair, replacement or cleaning cost is the responsibility of the individual or organization using the space.**

No posting with tape or tacks is permitted on walls or other surfaces in the Admiral Room or Lobby.

No abuse of the facility will be tolerated. The Joint Operating Committee reserves the right to cancel and eject any group that does not observe common decency.

## **14. Cleaning**

The Admiral room is cleaned regularly by a professional service. In the event the room is not cleaned, it must sit vacant for 72 hours between uses.