

Room 219 Policy

1. Purpose

It is the Erie County Public Library's intention to make Room 219 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 Erie County Public Library reserves the right to cancel reservations and/or eject any group that does not observe the facility policies or common decency. Room 219 is a **smoke free** environment.

This policy is subject to change without notice by the management of the Erie County Public Library.

2. Hours of availability

The times and days that Room 219 will be available for scheduling will be the following:

Day of the Week	Time open	Time closed
Monday- Thursday	9:00 AM	8:00 PM
Friday-Saturday	9:00 AM	4:30 PM

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 cleanup 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.

Scheduling requirements

The Library staff is responsible for scheduling Room 219. 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 Room 219 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 Erie County Public Library)

ROOM 219	Non-Profit Organizations (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 Non-refundable	\$200 per rental Refundable with 7 days notice	No charge
Clean up fee (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, a form with agreed-upon arrangements, 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

1 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 Erie County Public Library 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 Erie County Public Library, it becomes necessary to call for security while an event is in progress.

10. Room Arrangements

Room 219 holds 20 people around 3 tables.

12. Refreshments

Refreshments may be served in Room 219. No alcoholic beverages may be served in Room 219. It is the responsibility of the group to make sure that no damage is done to Room 219 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 Room 219 and related areas are 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 Room 219 or any other area in the library.

No abuse of the facility will be tolerated. The Erie County Public Library reserves the right to cancel and eject any group that does not observe common decency.