

THEATRE POLICY FOR RENTALS

The Library's Theatre space was professionally designed, with a concentration on quality acoustics, equipment, lighting, heating, air conditioning and ventilation. The Elmont community has made a sizeable investment in this 430-seat Theatre. The Library Board of Trustees may lease the Theatre to a not-for-profit Theatre Group and also rent the space to other groups for a daily fee if approved by the Library Board and all other items outlined in the Policy are met.

Permission to use the Library's Theater does not in any way constitute an endorsement of the organization or program by the Library Board or staff.

Guidelines for Application for Use of Theatre and Board Approval

1. The organization applying for use of the Theatre must assure the Library Board that no more than 430 will be in attendance.
2. While membership dues may be collected as a condition of belonging to an organization sponsoring a meeting, no solicitation or collection of funds from the general public is permitted on Library premises. Personal profit or sale of articles or merchandise is strictly prohibited.
3. Raffles, lotteries, games of chance or any other form of gambling is prohibited in the Library or on its grounds, except for the Elmont 50/50 raffles sold by the Library wherein the monies collected are solely used for the purpose of awarding college scholarships to local high school students.
4. No implication that an organization or program is sponsored or approved by the Library is permitted. Neither the name nor the address or the Elmont Public Library may be used as the official address or headquarters of any organization. The name and address of the Elmont Public Library may be used only for the purpose of identifying the location of the event.
5. All organizations, corporations or groups using the Theatre must provide the following insurance prior to usage. Without this insurance, the group will not be allowed to use the Theatre.
 - A. Statutory Workers' Compensation and Employer's Liability Insurance for all employees with minimum limits of \$100,000.00 for each accident.
 - B. Comprehensive General Liability with a minimum of \$1,000,000.00 each occurrence combined single limit for bodily injury and property damage.
 - C. Indemnification Agreement Hold Harmless Clause shall be identified and its language typed on the reverse side of the certificate to the effect that the Organization agrees to indemnify and save harmless the Elmont Public Library, their agents, employees, or any other person to the extent permitted by law against loss or expense including attorney's fees, by reason of the liability imposed by law upon the Owner, for damage because of bodily injuries, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage to property arising out of or in consequence of the performance of this Contract. The Elmont Public Library is named as additional insureds and a waiver of subrogation in favor of them applies.
 - D. All certificates issued in support of the above requirements must carry positive statements that the specific coverages required are provided. All insurance shall be obtained from companies licensed to do business in

the State of New York as “admitted carrier” and must be acceptable to Owner with an “AM Best” rating no lower than “B+” and “Secured.” All insurance shall be “occurrence basis” insurance coverage, and “claims made” insurance coverage shall be deemed unacceptable.

6. For the enjoyment of all patrons, the Library requests that children under the age of 14 be accompanied by an adult.
7. According to New York State Education Law, Section 414, the Library building (owned by the Elmont Union Free School District) and grounds, including the Theatre, may not be used for religious worship and/or instruction.
8. Since the facility is public property owned by the Elmont Union Free School District, no vulgar, obscene or sexually explicit acts, language, pictures, or any other similar items or events shall be allowed or promoted in the Theatre. In using the Theatre, the organization is agreeing that any use of the Theatre shall comport to these rules and regulations; otherwise, the use of the Theatre may be terminated in the manner set forth below.
9. Groups using music of any kind in their events must present written permission from the publisher unless music is originally written by a member of their organization. Groups producing plays, musicals, operas, etc., must produce written permission and proper payment of royalties from the publisher for use of the material.

Hours of Operation

The Theatre may be available from:

9:30 a.m. to 10:30 p.m., Monday – Thursday

9:30 a.m. to 4:30 p.m. (4:30 to 10:30 p.m. optional at added costs; see daily rental section), Friday

9:30 a.m. to 4:30 p.m. (4:30 to 10:30 p.m. optional at added cost; see daily rental section), Saturdays

12 Noon to 4:00 p.m., some Sundays

When the Library is closed due to inclement weather or other emergencies, regularly scheduled events/programs will automatically be cancelled.

Scheduling

The Theatre is available on a first-come, first-served basis, but may not be scheduled more than one year in advance, pending availability, for more than once a month.

Application Process

All organizations wishing to use the Theatre must complete an Application provided solely for this purpose, which can be obtained at the Information Desk in Adult Reference and by downloading a copy from the Library’s website at www.elmontlibrary.org. All applications will be presented to the Library Board of Trustees at least two months prior to requested use of the Theatre.

Responsibility of Property Damage or Loss

The organization using the Theatre is responsible for any damage to the Elmont Public Library, its equipment and furnishings.

The Library assumes no responsibility for any organization’s equipment, supplies or materials that may be used or stored on the premises.

The Library assumes no responsibility for persons sustaining injuries or for any personal property.

If the Theatre is to be used for exhibition purposes, it is the organization's responsibility to provide attendants when the exhibition is open to the public.

If the Theatre is not cleaned by the group immediately after an event, the Library will have its custodial and/or cleaning staff clean the Theatre and deduct \$150.00 per hour from the group's security deposit. This may be grounds for denial of renting the Theatre in the future.

The Library assumes no responsibility for personal property left on the premises.

Public Safety

The organization using the Theatre and Lobby shall neither encumber nor obstruct the entrances, halls, aisles and sidewalks on premises. Anyone using Library premises agrees not to bring on premises any material, substances, equipment or objects that are likely to endanger the life of, or cause bodily injury to, any person on the premises, or that are likely to constitute a hazard to property thereon without the prior approval of the Elmont Public Library Board of Trustees. The Library Board shall have the right to refuse to allow any such material, substances, equipment or object to be brought on to the premises and further has the right to require its immediate removal. No firearms, knives and other weapons are allowed on premises. No smoke, spark or flame equipment are allowed on premises.

Termination of Event

The Library Director and/or Library Board of Trustees have the exclusive right to interrupt and/or terminate any event in the interest of public safety, disturbance of Library operations, excessive noise, obscene language, lack of control over the audience, damage to the building, or any other reason they deem as detrimental to the Library and community.

Crowd Control/Direction

Organizations using the Theatre must have a minimum of three (3) people to direct, instruct and oversee the safety and security of people and property. One person must be stationed at the rear of the Theatre, overseeing the Lobby area. The names of the three (3) people designated as crowd control personnel must be listed on the Application for Use of Theatre.

Food and Refreshments

Food and refreshments may be served in a meeting room adjacent to the Theatre or in the Lobby area only and prior approval must be given by the Library. The consumption of alcoholic beverages is prohibited.

Smoking

Smoking is prohibited in the Theatre, Library Building and on Library grounds.

Tipping

Tipping Library employees is prohibited.

Fire Regulations

Theatre Seating Capacity: 430 people. No smoke, spark or flame equipment is allowed on premises.

Storage/Delivery of Equipment, Supplies, Scenery

The Application for Use of Theatre must include a statement indicating any and all items being used, stored or set-up on stage or in adjacent small meeting room. If any large or small items must be delivered and stored prior to the rental or use of the Theatre, prior written approval must be given by the Library Director and/or Library Board of Trustees. The Library will not be responsible in any way for damage to or loss of personal or other property.

Daily Rental of Theatre

The Theatre can be rented by the hour (minimum of two hours) or daily (up to eight hours). It may be necessary for the Library to provide a technician (and pay an hourly rate) depending on the organization’s audio-visual equipment needs. **Rental time includes set up, preparation and breakdown.**

- 1. Hourly Theatre rental (two-hour minimum): \$ 200.00 per hour
- 2. Daily rate (eight-hour maximum): \$1,500.00 per day
- 3. Friday and Saturday evening hours rates: \$ 275.00 per hour
- 4. Audio-visual technician: \$ 28.00 per hour
- 5. Refundable security deposit: \$ 500.00

A \$500 security deposit must be submitted with every application and will be refunded five (5) business days after the usage if no damages were incurred as a result of the usage and/or the space is left cleaned.

A 50% deposit must be submitted with the Application. The deposit will be returned immediately if the Application is not accepted. If the Application is approved, the Library will deposit the funds, which are non-refundable except in cases of emergency closings.

Not less than seven (7) days prior to the approved usage date, the remaining balance (50%) must be paid to the Library. **Only checks or money orders made payable to the Elmont Public Library will be accepted.**

POLICY NO. 700-3

ADOPTED 11/29/2006

REVISED 5/27/2010, 5/26/11, 2/28/13, 4/25/2013

AMENDED 5/23/2013