

# BORGWARNER COMMUNITY MEETING ROOM

Modified April 22, 2010

## POLICY

The Borg Warner community meeting rooms are available to private and not-for-profit groups and individuals who are from the Finger Lakes region.

Rooms are available on a first come, first served basis. Library events and those jointly sponsored by the library have priority and the library reserves the right to cancel advance reservations in favor of library programming with 35 business days notice.

Rooms are available during regular library hours. Outside of library hours, users will be charged an additional fee.

The meeting rooms may not be used for private social functions. Nor may the meeting rooms be used for any event that generates noise that interferes with the quiet enjoyment of the library by other users of the library facility.

Individuals and groups using the room must conform to the County policy in regard to discrimination:

*“Tompkins County commits itself to serving all persons without regard to race, color, sex, religion, age, marital status, national origin, disability, ex-offender status, Vietnam Era Veteran status or sexual orientation.”*

Permission to use the room does not mean that the library endorses the program. The Library Director or designee reserves the right to refuse the use of any rooms whenever such use does not conform to these policies.

## GUIDELINES

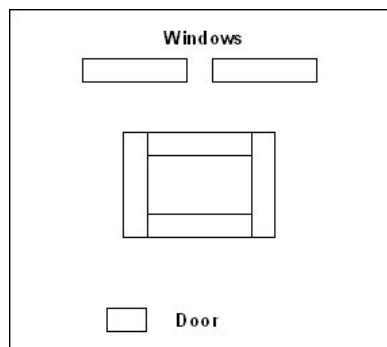
### Reservations

Room reservation requests must be received at least 14 days in advance of the scheduled meeting. A short notice fee of \$50 will be charged if the requested date is less than 14 days in advance of the event. Room use is not confirmed until the required forms and payment are received. (see attached fee schedule)

### Room Set Up

Users must keep all activities in the reserved room. For safety reasons, users are prohibited from moving the room divider. The meeting rooms must be left clean and in the standard set-up as shown below. A vacuum cleaner will be available for users needing it to comply with this requirement. All garbage is carry-in / carry-out. A minimum cleaning fee of \$25 will be charged if the room is not sufficiently clean after use. The library reserves the right to fine any user who damages the facility or equipment beyond normal wear and tear. Failure to leave the room in good condition may result in the withdrawal of room use approval.

Set-up, cleaning and returning the room to its standard configuration is the responsibility of the individual or group. Time necessary to do this must be allowed for in the time period requested and will be included in the hourly charge.



### Food

Users are welcome to serve light refreshments. Wine and beer may only be served upon the submission of an alcohol license to the library. The library does not supply kitchen appliances, utensils, dishes, or paper products to serve coffee or other refreshments.

### Audio Visual Equipment

Users wishing to use the equipment must make arrangements for training at a time convenient to the library, but no later than 14 days prior to your event. The library

cannot guarantee that library staff will be available to assist with the operation of audiovisual equipment at the time of the meeting.

**Access**

Access to the northeast entrance to the library, near the Borg Warner Room, will be provided to users whose meetings are outside of library hours or who need to bring in food or equipment.

**CHARGES**

The BorgWarner Community Room must be reserved for a minimum of 2 hours. Set up, cleaning and returning the room to its standard configuration is the responsibility of the individual or group. Time necessary to do this must be included in the time requested and is included in the fee.

**STANDARD NORMAL LIBRARY HOURS AVAILABLE**

MONDAY – THURSDAY	10:00 A.M. – 8:00 P.M.
FRIDAY	10:00 A.M. – 5:00 P.M.
SATURDAY (WHEN OPEN)	10:00 A.M. – 5:00 P.M.
SUNDAY (WHEN OPEN)	1:30 – 4:30 P.M.

**CHARGES APPLIED FOR OUTSIDE NORMAL HOURS**

MONDAY – FRIDAY	7:00 – 10:00 A.M.
MONDAY – THURSDAY	8:15 – 11:15 P.M.
<b>SATURDAY – SUNDAY</b>	<b>NOT AVAILABLE FOR BOOKING</b>

**CHARGES FOR NORMAL LIBRARY HOURS**

\$15 per hour for half of the room  
\$30 per hour for full meeting room

**CHARGES APPLIED FOR OUTSIDE NORMAL HOURS**

\$30 per hour for half of the room  
\$50 per hour for full meeting room

**\$15 ADDITIONAL CHARGE FOR A/V EQUIPMENT**

**AUDIO-VISUAL CHARGES:**

Groups may use the library's audio-visual equipment for a \$15 fee to be paid in advance.

**METHOD OF PAYMENT:**

The library accepts checks or credit cards (MC/Visa) for payment of room fees. American Express credit cards are not accepted at this time.

**REFUND POLICY:**

The library maintains the right to cancel any advance reservation made by a public group, in favor of library programming, but must do so within 35 business days from the scheduled reserved date. In the event that this occurs, the library will refund payment for that reservation date, or offer an alternate date or location within the library.

Refunds will be issued to groups that cancel if notice of cancellation is made 14 days prior to the scheduled date. No refunds made are if the cancellation occurs after that date.

**GROUPS EXEMPT FROM BORG WARNER ROOM FEES:**

Tompkins County Public Library  
Co-sponsored library programs  
Tompkins County Public Library Foundation  
Friends of the Library  
Finger Lakes Library System  
South Central Regional Library Council  
Tompkins County - all departments and divisions reporting to the County Administrator

For Room Use Request Form:

<http://tcpl.org/services/documents/BorgWarnerRoomRequestFormrevised5-10.pdf>