

Admiral Room Policy
Joint Operating Committee – Bayview Commons Policy – Effective January 1, 2004

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 year, or one date a month. Events that occur twice on the same day are counted as two (2) events.**

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:

Day of the Week	Time open	Time closed
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 security costs or additional staff costs (see section titled Fees), 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. Please see enclosed parking map.

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 must be submitted **at least 30 days in advance**. 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)

ADMIRAL ROOM	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 Non-refundable	\$300 Refundable with 7 days notice	No charge
After hours staff fee (when extra technical support is needed)	\$30/ hour	\$30/ hour	No charge
After hours/ extra security	\$20/hour	\$20/ hour	\$20/ hour
Clean up fee (applicable ONLY when room is left in disarray after an event)	\$20	\$20	No charge

Note: The above fees are the minimum and are based on a five-hour unit of time. Charges for time in excess of five hours shall be determined on a prorated basis for the applicable rate.

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 before the scheduled event**. When the signed contract and payment are returned with all required documentation, the event will be considered confirmed.

8. Cancellation Policy

An event 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 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. **Groups that leave the Admiral Room in disarray may be charged up to \$20.00 for a clean up fee.**

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. **If there is any damage to the room, the group will be responsible for and billed for the cost of replacement, repair, or cleaning of the room or its equipment.**

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 and/or replacement 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.