

Schaffner Wing

General Policy

The Schaffner Wing is available for meetings of educational, cultural or civic groups, provided they are sponsored by a resident of Pound Ridge or approved by the Library. Use of the room for political or religious purposes, for memorial services, or for personal or private services (such as birthday parties) is prohibited.

Those wishing to use the Schaffner Wing must apply in writing using the [Schaffner Wing Application Form](#). The Library charges a fee of \$80 for use of the Schaffner Wing. This fee is waived for Pound Ridge town organizations. The Library retains priority for the use of the Schaffner Wing.

The number of persons using the Schaffner Wing shall not exceed a maximum of 80.

The number of cars in the Library's parking area shall not exceed a maximum of 24 cars; larger events must provide alternative parking areas and transport.

Smoking is strictly prohibited on the premises. The group must see to it that this rule is observed and enforced at all times.

As this room also serves as an art gallery, please be mindful and respectful of the artist and their work.

No admission may be charged unless approved by the Library.

The Library assumes no responsibility whatever for lost articles or for the damage to any property, placed temporarily in the Library in connection with a program. Further, the Library shall be expressly released and discharged from any and all liability for any loss or damage to property which may be sustained during or by any reason of a program held on the Library's premises.

The Trustees of the Pound Ridge Library District reserve the right to refuse any application without being required to state any reason thereof, and also to terminate any meeting not conducted in accordance with the preceding rules or any special rules agreed upon, and to revoke permission for future use of the wing. These regulations governing the use of the Schaffner Wing may be reviewed and revised at any time.

Responsibility of Users of the Schaffner Wing

Any group using the Schaffner Wing is responsible for clean up, including vacuuming of the meeting room if necessary, the kitchen, hallway, and restrooms before noon of the next day. Groups meeting in the evening when the Library is closed must clean up before noon of the next scheduled opening of the Library. Any food or refreshments must be cleaned up and removed from the building immediately following the meeting. A vacuum cleaner is supplied by the Library.

A key may be loaned to the room user under certain conditions. Lost keys will incur a replacement fee of \$10. Loaned keys must be returned within 24 hours. Making copies of the key is not permitted. It is the responsibility of the user to lock the building upon leaving.

Special equipment and the set-up of the Schaffner Wing must be provided by the applicant, with the approval of the Library.

Equipment, supplies or materials belonging to any group may not be stored anywhere in the Library building for an unreasonable time either before or after the scheduled use of the Schaffner Wing.

All damaged or lost equipment and/or furnishing must be repaired or replaced by the user, at the user's expense. The decision to replace or repair, and the expense determination, will be made by a Library representative.

All refreshments are to be provided by room user.

Use of Library Equipment in the Schaffner Wing

The Library has a projector, screen, and microphones available for use. Additional furniture or equipment to be brought into the building is the responsibility of the group and must have prior approval from a Library representative.

Use of the Schaffner Wing for Art Exhibits

The Schaffner Wing is available for exhibitions of artwork.

All exhibitors must sign the [General Release and Instrument of Indemnity Form](#).

The Library will charge a 25% commission on all art sales during the event. Payment for works sold at the exhibition are to be made payable to the artist (for 75% of the total amount) and payable to Pound Ridge Library (for 25% of the total amount). Unless otherwise agreed prior to the exhibit, all work purchased must remain on exhibit until the show's closing date. It is the responsibility of the exhibitor to make arrangements for delivery of purchased artwork.

The Library reserves the right to revoke permission for any exhibit not conducted in accordance with these rules and regulations and any special rules agreed upon with respect to the exhibit in question. This policy restricts individuals from presenting exhibits more frequently than once every two years.

Art will be displayed using the art display system. Sculpture is not allowed due to the use of the room for other activities. The exhibitor should make arrangements to hang the show. Exhibitions will typically remain open for eight weeks. The arrangements, costs and work for any receptions held are the sole responsibility of the exhibitor. The exhibitor is responsible for the removal of the work from the Schaffner Room and from the premises of the Library promptly upon closing of an exhibition. No work will be stored in the Library after closing of an exhibition.

All announcements, posters, and other printed materials which the exhibitor disseminates in connection with an exhibition must be approved by the Library prior to printing and distribution. All costs of publicity and printing are the responsibility of the exhibitor.

The exhibitor is responsible for any costs associated with repair to damage to walls and floors. Clean up must be completed by the end of the day following the closing of an exhibition.

The Library's insurance covers up to \$50,000 loss in one year of all exhibits held within that calendar year.

Publicity for Exhibits in the Schaffner Wing

To publicize an exhibit in the Library Newsletter, please send material at least 3 months in advance of the exhibit opening date to both the Library Director and exhibit coordinator:

Pound Ridge Library District

271 Westchester Ave.

Pound Ridge, NY 10576-1714

director@poundridgelibrary.org and mtinter@poundridgelibrary.org

This press package should include a press release about the artist and exhibit, along with one or more images, which will be submitted on the exhibitor's behalf to relevant local publications. Exhibitors may also supply the Library with flyers to distribute at the front desk. Any other desired publicity is the responsibility of the exhibitor.