



**KATONAH  
VILLAGE LIBRARY**  
We are community.

# KATONAH VILLAGE LIBRARY

## GARDEN ROOM AND MEETING ROOM LICENSE AGREEMENT

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### This Agreement

Made this \_\_\_\_\_ day of \_\_\_\_\_ between **Katonah Village Library (“KVL”)**, as Licensor, and \_\_\_\_\_, as Licensee, for use of the space commonly referred to as the **Garden Room and/or Meeting Room** for the purpose described below, upon the terms and conditions hereinafter stated.

### 1. Use and Purpose

Licensee represents that the purpose of the rental and use of the Premises shall be for an event hosted by Licensee (the “Event”), as follows:

**The purpose of the Event is:** \_\_\_\_\_

*For programs involving minors, an explanation of how the space will be used should be given in detail, including a description of the program’s activities and objectives. Programs should focus on educational, recreational, or community-building purposes. Activities that involve solicitation, commercial promotion, or any form of inappropriate content for minors are strictly prohibited.*

**Expected number of guests:** \_\_\_\_\_

*(Not to exceed 100 guests, Garden Room and/or 60 guests, Meeting Room)*

Licensee shall comply with all applicable laws, regulations and ordinances and shall not use or permit the use of the Premises for any unauthorized or unlawful purpose.

### 2. Areas of Use

During the Term, Licensee shall have:

- Exclusive use of the Garden Room and/or Meeting Room
- Non-exclusive use of the adjoining entryways and hallways providing access from outside the building
- Access to restrooms adjacent to the Children’s Library

Licensee may also have non-exclusive use of the kitchen for an additional **\$25.00** fee. Unless otherwise agreed to in writing by KVL, Licensee and its guests, agents, or service providers shall not enter or use any other areas of the building.

### 3. Term

The rental of the Premises shall be between the hours of \_\_\_\_\_ AM/PM and \_\_\_\_\_ AM/PM on \_\_\_\_\_ (the "Term"), inclusive of setup and cleanup time.

If the Licensee has pre-arranged to utilize the space after hours, a **\$30 per hour charge** applies.

### 4. Room Rental Charges and Security Deposit

#### (a) Room Rental Rates:

- **Meeting Room:** \$125
- **Garden Room:** \$200
- **Cleaning Fee (if food is served):** \$50

*These room rental charges are distinct from any licensing or equipment fees. The cleaning fee is required for any event at which food is served.*

A **non-refundable deposit of \$50.00** is required upon signing and will be credited toward the total room rental charge. Rental dates will not be confirmed or held until the completed Room Application, signed Agreement, and \$50 non-refundable deposit are submitted.

#### (b) Security Deposit:

Licensee shall pay a **\$200.00 Security Deposit**, which must be submitted with the balance of the rental fee no less than seven (7) days prior to the Event.

- The Security Deposit will be refunded within seven (7) days after the Event, provided no damage or loss has occurred.
- In the event of damage or loss, repair or replacement expenses will be deducted. However, Licensee's liability is **not limited** to the Security Deposit amount.

#### (c) Additional Fees:

- Use of Steinway Piano: \$50
- Use of Digital Projector: \$25
- Use of Kitchen: \$25
- Use of Sound System: \$100/hour
- Overage Charges:
  - \$100/hour for use of the Premises after the Term (The Licensee further agrees to pay an additional fee of \$100 for each hour or portion thereof that Licensee continues use of the Premises after the expiration of the Term as defined in Paragraph 3, unless such hours are outside the following hours (Monday-Thursday from 10:00 AM to 8:00 PM, Friday and Saturday from 10:00 AM to 5:00 PM), in which case Licensee shall pay an additional fee of \$30 per hours. All such additional fee shall be payable upon the conclusion of the Event.)

**Failure to pay room rental fees and deposits when due** will result in termination of this Agreement, cancellation of the Event, and forfeiture of the non-refundable deposit. **Cancellation of the Event by Licensee** after payment of the non-refundable deposit will result in forfeiture of that deposit.

**Failure to pay the License Fee when due** will result in cancellation of the Event and forfeiture of the non-refundable

deposit. Cancellation by Licensee after payment also results in forfeiture.

## **5. Inspection for Suitability**

Licensee affirms that they have inspected the Premises and determined it suitable for the Event. KVL makes no representations regarding suitability for any particular use.

## **6. Licensee to Provide Security**

Licensee is solely responsible for the security of the Event.

- KVL is not liable for property loss or guest behavior.
- Licensee must ensure all attendees remain within approved areas.

## **7. Use Policies**

Licensee agrees to follow the **KVL Meeting Room Rental Policies** (attached and incorporated herein). Failure to comply may result in forfeiture of the Security Deposit.

## **8. Use of Kitchen Facilities**

Kitchen use requires prior approval and a **\$25 fee**. See Rental Policies for conditions and restrictions.

## **9. Alcohol Consumption**

Serving alcohol is permitted only if:

- KVL has granted prior approval
- Most attendees are adults
- Only beer/wine is served
- Consumption occurs only in the rented rooms
- No intoxicated persons are served

### **Required Insurance for Alcohol Events:**

- Certificate of Liability Insurance with host liquor liability
- Minimum \$1,000,000 coverage
- KVL named as “additionally insured”
- Proof of payment of premium

## **10. Use of KVL Tables and Chairs**

Available in limited quantities. Must be reserved **at least 7 days prior** to the Event. KVL makes no guarantees about quantity or suitability. Use is at Licensee’s risk.

## 11. Audio and Video Equipment

Licensee is responsible for all A/V equipment.

- KVL's A/V may be rented for a fee (see Section 4c).
- Excessive noise may result in early termination of the Event.

## 12. Insurance Requirements

- **Individual Licensees:** Homeowner's insurance certificate
- **Commercial Licensees:** Commercial liability insurance
- **Caterers:** Liability and worker's compensation insurance

All certificates must:

- Name KVL as "additionally insured"
- Be submitted **at least 7 days** before the Event

## 13. Indemnification

Licensee agrees to defend, indemnify, and hold harmless KVL and its representatives from all claims or liabilities arising from Event activities, including alcohol service.

## 14. Force Majeure

In case of damage, destruction, or unforeseen events preventing performance, the Agreement shall terminate. Refunds of fees and deposits shall be the Licensee's sole remedy.

## 15. Miscellaneous

- This Agreement is not effective until signed by KVL.
- It may not be assigned or sublet without written consent.
- This is the entire agreement and can only be modified in writing.
- Governed by New York State law.

Licensee affirms full understanding and voluntary agreement.

**LICENSOR: Katonah Village Library**

By: \_\_\_\_\_ (Signature)

**LICENSEE (Nonprofit/Civic Group):**

By: \_\_\_\_\_ (Signature)

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Return the completed Agreement and \$50 non-refundable deposit to:

**Katonah Village Library, Attention: Meeting Room Rentals**  
or email: [roomrentals@katonahlibrary.org](mailto:roomrentals@katonahlibrary.org)

# KATONAH VILLAGE LIBRARY MEETING ROOM POLICIES

*(Attachment to the Agreement)*

## General Use

- Purpose must match the Rental Agreement.
  - Maximum Capacity: Garden Room: 100; Meeting Room: 60
  - No smoking, vaping, flames, or incendiary devices.
  - Decorations limited to floors and tables.
  - No electrical modifications.
  - Service animals only.
  - No commercial activity, political campaigning, or solicitation.
  - No public promotions implying KVL sponsorship without formal agreement.
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## Programs Involving Minors

- One adult (age 21+) required per 8 minors
  - Programs must be educational, recreational, or community-building
  - Alcohol is **strictly prohibited** at youth-focused events
  - All children must remain in their designated space except for restroom use
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## Behavior & Conduct

- No abusive language, intoxication, or disruptive conduct
  - KVL may terminate any event for behavior violations
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## Kitchen Use

- Warming only (no food prep or sterno)
- Use of refrigerator, oven, sink allowed
- Licensee must supply all dishware and disposables
- KVL kitchen items and cupboards are off-limits

## **Clean-Up Requirements**

- Leave the space as found
- Remove all trash and food
- Clean kitchen surfaces and appliances
- Remove all personal equipment and items

*Non-compliance may result in forfeiture of the Security Deposit.*