

Policy Statement on Tiffany Room Use

Tiffany Room Committee

This room is intended as a place for reading, quiet conversation, small-group meetings and occasional historical and artistic tours. For reading, a limited number of newspapers published daily, weekly or monthly – including those focused on the Hudson Valley – will be available. Community groups with shared interests may meet in the room, as may the various boards and committees that form part of Irvington’s Village government. With the approval of the Tiffany Room Committee, recurring meetings of a specific group may be scheduled. One-on-one tutoring, and occasional small-group classes, may also take place in the room.

Irvington political parties may use the room, up to four (4) times per year, with no such meeting occurring more than once in any one quarter. Religious institutions may utilize the room, though not for worship services. Donations may be solicited at meetings only with the approval of the Tiffany Room Committee. No space charges or security deposit will be charged, but space reservations must be applied-for one week before a requested date. No food or drink is permitted at any time. Users of the Tiffany Room will be responsible for clean-up following an event, including restoring the furniture to accustomed locations.

The room is regularly open from 9 a.m. to 4 p.m., Monday through Friday. Children under 16 must be supervised.

Individuals and small groups may visit the room during regular weekday hours for informal viewing. More formal and lengthy tours that would preclude other uses of the room, including during weekend hours, may be arranged through a Tour Coordinator designated by the Tiffany Room committee. Tour guides and docents age 12 and over are welcome.

Meetings may be scheduled through either of the following contacts:

Director, Irvington Public Library
telephone (914) 591-7840
e-mail <librarydirector@irvingtonny.gov>

Assistant to the Village Administrator
telephone (914) 591-4356

The Library Director and the Assistant to the Village Administrator will consult as needed, and the room’s calendar will be posted publicly both in the Village Hall foyer and on the Internet. The Tiffany Room committee, coordinated by its chair, will determine unclear cases under this policy.

Approved by the Trustees of the Irvington Public Library
November 16, 2016
(email address updated 11/24 rg)