

HAMPTON BAYS PUBLIC LIBRARY

MEETING ROOM USE POLICY

The primary purpose of the Library's meeting room is to serve as a venue for Library sponsored services, programs, and activities. Library services, programs, and activities shall have priority over all other activities. The Library reserves the right to revoke a meeting room use permit or to reschedule a meeting should there be a conflict with Library related services, programs, or activities; or in the case of an emergency.

Permission to use the Library's meeting rooms may be granted to community groups, organizations, and individuals whose aims are Library connected; educational; cultural; and/or civic. Use of the Library's meeting room is subject to all applicable federal, state, and local laws and regulations as well as policies promulgated by the Library's Board of Trustees. Scheduling availability is to be solely determined by the Library. Such use shall be non-exclusive and shall be open to the general public. Preference shall be given to Library District based organizations and organizations whose membership is primarily comprised of Library District residents.

The room is not to be used for sectarian religious instruction or as a place of religious worship or to proselytize. Further, the room may not be utilized by political parties or representatives of political parties when the purpose of such is to promote a political agenda. In addition, the room is not to be utilized for advancement of commercial or profit-making enterprises, or for fund raising, except for the benefit of the Library.

Application to use the Library's meeting room's must be made in writing by an adult on the form provided for this purpose two weeks prior to the date requested. Forms are available at the Circulation Desk and in the office of the Library Director. The meeting room use application form must be signed. No application shall be considered officially approved until it is signed by an authorized member of the staff or the Library Director, or other person designated by the Board of Trustees, and returned to the applicant. By executing the application, the applicant agrees to the release of the applicant's name and telephone number to any person requesting information concerning an organization's activities or program.

Use of Library facilities does not imply endorsement of the beliefs or program of an organization by the Library or anyone connected with the Library. All publicity and/or media coverage for events in the Library, whatever the source, must be approved by the Library Director prior to issuance or coverage. The Library may only be mentioned as a location, neither as the sponsor of an event nor as the headquarters of an organization, in all announcements or publicity relating to a meeting room event. The Library's telephone number may not be given to obtain further information regarding a non-Library sponsored event. Any literature or other items to be distributed at a meeting must be submitted to the Library Director at least 48 hours prior to intended distribution. If items intended for distribution are in violation of law or regulation, distribution of same is prohibited.

An organization applying to use the meeting room may be required to provide a copy of its by-laws, membership list, official statement of purpose, and affiliation with other organizations.

The applicant must certify that the meeting room shall be used only for the specific activity stated on the application and for no other purpose whatsoever. No activity may disrupt Library operations.

The responsibility for the maintenance of public order and safety at a meeting is that of the applicant. Adequate responsible adult supervision shall be provided by the applicant. Groups whose membership includes minors must be supervised by responsible adults in a ratio to be determined by the Library Director.

Library Director, or designee, is authorized to order the termination of any meeting or activity making use of the Library facilities in violation of any law or use regulation. The Library Director, or designated representative, is authorized to call upon appropriate law enforcement agencies to enforce such action if, in the opinion of the Library official, circumstances warrant such an action. Further permission to use the meeting room may be denied to any group which proves to be disorderly or which violates any law or regulation.

The meeting room must be left in a neat and orderly fashion. If not, a written notice will be given to the applicant stating that a second offense will result in denial of further meeting room use.

Whenever the Library is used, there is the possibility that persons may be injured and may bring legal action against the Library Board of Trustees, Library employees, and/or the contracting organization, group, or individual for personal liability. It is possible that organizations, groups, or individuals using the property may be sued for personal injury. Each organization, group, or individual should, therefore, protect itself by having a temporary insurance policy insuring it against such legal action. The signature of the applicant on the meeting room use application is acknowledgment by the organization, group, or individual that it recognizes this responsibility. Users of the meeting room may be asked to supply written certification of insurance coverage.

The applicant is to execute a hold-harmless/indemnification agreement in favor of the Library, its Board of Trustees, and its employees from any liability or claim action or loss arising from the applicant's use of the meeting room to include the cost of legal fees, costs, or expenses incurred by the Library in connection with defending any claim arising from the applicant's use. The signature of the applicant on the meeting room use application is acceptance by the organization, group, or individual of the indemnification responsibility. No admission fees may be charged; no donations may be solicited or accepted; nor may any items be sold. Use of the facilities will not be granted for fund raising purposes, except as may be permissible under law and with the explicit consent of the Library Board of Trustees. Such permission shall be deemed extraordinary.

The Library is not responsible for the safeguarding of any supplies, equipment, or other items owned by the applicant or by persons attending the applicant's activity. The Library will not store materials for any applicant. Items left in the Library will be considered abandoned property and will be disposed of in accordance with standard practice.

Meetings must be scheduled so as to conform to Library hours. Permission to extend the use of meeting rooms beyond regular hours may be granted by the Director when the request is made at the time of application. There will be a charge to cover custodial expense after 9 p.m.

Set-up of the room for meeting will be done by Library personnel. Prior notification of set-up desired must be given to the Library Director.

Library equipment used in connection with a meeting (projectors, microphones, etc.) must be operated by Library personnel or by a trained applicant.

Should demand for the use of Library meeting room facilities increase by community groups, the frequency of use formerly granted may be reduced in order to more equitably apportion Library meeting room use.

A request to bring refreshments must be included at the time of application for use of Library facilities. There will be a fee of \$25.00. Refreshments will be limited to non-alcoholic beverages and simple foods such as cookies or cake. All garbage is to be placed in designated containers and all foods removed from the kitchen before the regular closing time of 9 p.m. unless other arrangements were made at the time of the original application.

The final and sole interpretation of this policy rests with the Library's Board of Trustees. Implementation and enforcement are delegated to the Library Director.