

LIBRARY MEETING ROOM USE

Approved by Board of Trustees on 11-17-22

The South Country Library's meeting rooms are operated to meet the informational, civic, cultural and recreational needs of Library district residents. Whenever possible, the rooms may be used by community groups and not-for-profit organizations, subject to the guidelines described below. Preference shall be given to Library district based organizations and organizations whose membership is primarily composed of Library district residents. While the Library welcomes all such groups, its own programs and events take precedence over other activities.

Use of the Library's facility is subject to all applicable federal, state and local laws and regulations as well as policies set forth by the Library Board of Trustees including the following:

- No smoking or alcoholic beverages on Library premises
- No admission fees may be charged
- No donations may be solicited; no items can be sold or raffled

The Library facilities may not be used for:

- Religious place of worship
- The advancement or support of partisan political agendas or candidates for office
- The advancement of commercial or profit-making enterprises
- Fundraising
- Private events

The Library reserves the right to cancel any scheduled meeting in the event of a scheduling conflict, the facility be needed for a library sponsored program or activity, or in case of severe weather or other type of emergency. In inclement weather, call 631-286-0818 the day of your meeting to see if the Library will be open.

All meetings or events at the Library are non-exclusive and open to the general public. The Library retains the right to monitor all meetings conducted on the premises. The Library Administration retains the right to cancel any meeting if the Library has reasonable cause to believe that the meeting will lead to damage or destruction of Library property, or injury to people on Library premises.

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

Violation of any provision of the Library room policy may result in the cancellation of a scheduled meeting and/or revocation of the ability to book future meetings at the Library.

Organization's Responsibilities

1. Applications, which may be completed online or in-person, are to be submitted at least 7 days prior to the requested meeting date. The Library will attempt to accommodate requests with less notice, but cannot guarantee such. Rooms cannot be requested more than 1 month in advance.
2. Room use is limited to once per month.

3. The organization must designate a representative who will complete the application and agree to the meeting room policy. By completing the form, the applicant agrees to abide by Library policy, to use the premises *only for the stated purpose*, and to authorize the release of the representative's name and telephone number to any person inquiring about the program.
4. Use of the Library's facility for a public meeting in no way implies that the Library endorses any organization's beliefs or the content presented by anyone in attendance. In any publicity or media coverage for the organization's program, it must be clear that the Library is merely the location of the program, not its sponsor. The organization must adhere to the agreement that all inquiries about the program will be directed to the designated representative and that that representative's contact information is clearly printed on any publicity material.
5. A group or organization using the Library meeting rooms should protect itself from legal action by having a temporary insurance policy which names the library as an additional insured.
6. The signature of the applicant's representative on the application form is acceptance by the organization of 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 facility 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.
7. The Library assumes no responsibility or liability for any organization's equipment, supplies or materials on the premises.
8. The organization assumes all responsibility for maintenance of public order and safety.
9. Minors attending an organization's program must be supervised by responsible adults at all times. Programs involving minors must have an adult sponsor present at all times.
10. If a meeting is cancelled, the Library must be notified as soon as possible and the organization is responsible for notifying attendees.

Room Requirements

1. All meeting rooms must be vacated *promptly* at the end-time stated on the organization's application.
2. The meeting room must be left in a neat and orderly fashion including the removal of any trash.
3. The maximum occupancy of the downstairs meeting rooms is 86 people (Room A – 42 individuals; Room B – 44 individuals). No group will be permitted an attendance greater than the prescribed limitations.
4. No meeting or program in the Library may be broadcast or televised without obtaining the Library's permission beforehand.
5. The Library cannot safe-keep or store material for organizations using its facilities.
6. No nails, staples, adhesive tape or tacks may be used on the walls of the Library. Decorations, scenery, or signs are not permitted. No electrical equipment other than standard audio-visual presentation equipment may be used in Library rooms.
7. Refreshments, if served, must be provided by the group and must be limited to light refreshments. Full meals or catering are not permitted. The Library kitchenette may not be used for cooking, heating, or food preparation.
8. Please note that other meetings, programs or activities may be occurring simultaneously in adjacent areas and therefore the Library cannot guarantee a noiseless environment for any organization's meetings.
9. Library personnel and members of the public must have free access to the meeting room at all times.

