

MEETING ROOM POLICY

The primary purpose of the Library's meeting room is to serve as a venue for Library sponsored services, programs, and 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 room 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 the advancement of commercial or profit-making enterprises.**

Application, by an adult, on the form provided, to use the Library's meeting room must be made in writing at least one week in advance of the intended use. Forms are available at the Circulation Desk. The meeting room use application form must be signed by a Library district resident. No application shall be considered officially approved until it is signed by 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, not 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, regulation, or Board policy, distribution of same is prohibited.

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 based on minor's ages.

The Library Director, or designee, is authorized to order the termination of any meeting or activity making use of Library facilities in violation of any law or use regulation. The determination by said Library official is final. The Library Director or designee, 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 acknowledgement by the organization, group, or individual that it recognizes this responsibility.

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 fundraising 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.

There shall be no charge for the use of the meeting room during the Library's regular hours of opening. Use outside the Library's regular hours of operation may be requested by the applicant. Should such permission be granted, the applicant will incur a charge of \$20 for each hour, or fraction thereof, that the applicant intends to use the meeting room. Under no circumstances will use be approved beyond one hour after the Library's regular closing hour. Checks payable to the Library for this purpose must accompany the application. No refunds will be made except in the event of cancellation of the activity by the Library or cancellation of the activity by the applicant at least 48 hours prior to the scheduled activity.

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 or his/her designed.

Please sign and return with the completed application for us of the Library Meeting Room.

Signature

Date

**Under constraint of the U.S. Supreme Court's decision in Lamb's Chapel v. Center Moriches Union Free School District, religious and political groups may be permitted to utilize a Meeting Room when the group's purpose is to express a viewpoint on family/societal values or other similar matters; the Library will not discriminate by excluding a certain group from utilizing the Meeting Room based upon the group's free-speech entitlement to possess a view-point when such utilization does not violate the Establishment Clause of the United States Constitution or would support a particular political party seeking to utilize the Meeting Room for "political purposes."

Adopted by Board of Trustees October 19, 1995

REQUEST FOR USING THE MEETING ROOM

Date of application _____

The _____ requests the use of the Library Meeting Room on
Name of Organization

_____ between the hours of _____ (am) (pm) and _____ (am) (pm)
Date

As per the Meeting Room policy, there will be no admission charge. Please describe the nature of the function, expected number of attendees:

This form is to be submitted to the Library Director at least one week prior to the date requested for use. Any change of time, date or cancellation of this activity must be immediately reported to the Library at (631) 586-3000.

Please check equipment, furniture desired, also include on attached floor plan the desired room set-up:

_____ Laptop _____ LCD (projector) _____ Television
_____ DVD Player _____ VHS Player _____ Blackboard
_____ Radio/CD Player _____ Podium _____ Stools
_____ Piano _____ Other (describe) _____

It is understood that the undersigned agrees to be personally responsible to see that the policy, as approved by the Library Board of Trustees which appears on the reverse side of this form, is observed and the group is responsible for any damages incurred while using the Library facilities.

Organization's presiding officer

Alternate representative

Signature of presiding officer

Alternate representative phone number

_____ Number of adult supervisors
Address, phone number of presiding officer

Approved, Library Director, date: _____

A representative of the organization must be present 30 minutes before the scheduled program begins

PROGRAM _____

DATE _____ TIME _____

NUMBER ATTENDING _____

DEER PARK PUBLIC LIBRARY COMMUNITY ROOM

EMERGENCY DOOR

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ENTRANCE

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X = CHAIRS = REGULAR TABLE = LONG TABLE

PLEASE CIRCLE ALL THAT APPLY

DVD PLAYER LCD PROJECTOR LIBRARY'S LAPTOP
PRESENTER'S LAPTOP LAPTOP CABLE SPEAKERS

COVER ALL TABLES COVER COMPUTER CABINETS

REFRESHMENTS TO BE SERVED: PLATES – LG/SM NAPKINS FORKS
SPOONS KNIVES COLD CUPS HOT CUPS

COFFEE SETUP: URN – REG/DECAF/BOTH

TEA SETUP: URN FOR HOT WATER

KEURIG SETUP: (INCLUDES COFFEE AND TEA)