

DEER PARK PUBLIC LIBRARY  
44 LAKE AVENUE, DEER PARK, NY 11729  
(631) 586-3000

### 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. This policy concerns requests for use of the meeting room for non-library sponsored activities.

To meet the informational, cultural, educational, civic and recreational needs of the community the meeting room is made available to individuals, and not for profit organizations and groups within the community.

The use of the meeting room for public gatherings will be granted for holding educational, social, civic, intellectual, charitable and recreational meetings and entertainment, and other uses pertaining to the welfare of the community. Such uses shall be non-exclusive and shall be open to the general public. Anyone may attend any meeting.

The meeting room may not be used for any commercial purposes. No goods or services may be promoted, sold, or exchanged on the premises including by sample, pictures, descriptions, etc.

Application, by an adult, on the form provided, to use the Library's meeting room must be made at least one week in advance of the intended use. Forms are available on the Library website <http://deerparklibrary.org/library-info/library-policies> Reservation for the meeting room will not be accepted beyond 30 days following date of approval of request. Scheduling availability is to be solely determined by the Library.

The form must be signed by a Library district resident. No application shall be considered approved until it is signed by the Library Director, or other person designated by the Board of Trustees, and returned to the applicant.

The meeting room may not be used for any activity other than the activity described in the application, without consent, in writing, in advance, by the Board of Trustees.

Approval to use the meeting room is not transferable. An applicant authorized to use the meeting room may not use the meeting room to host an activity sponsored by another individual, group or agency.

The Library does not advocate or endorse the viewpoints of any applicant or organization approved to use the meeting room.

In all announcements or publicity relating to a meeting room event the Library may only be mentioned as a location. The Library is not to be indicated as the sponsor of an event nor as the headquarters of an organization. The Library is not to be referenced as a source for further information regarding a non-library sponsored event.

No applicant or organization may consider the Library its permanent meeting place or use the Library as its mailing address or use the Library phone number on behalf of applicants or organizations using the meeting room.

The meeting room is available during regular Library hours. A representative of the organization must be present 30 minutes before the scheduled program begins. Meetings may not extend beyond Library closing. No one may enter the Library prior to opening. An unexpected closure will render the meeting room unavailable (i.e., snow closing, etc.). The Library accepts no responsibility to applicants or organizations for unexpected closings.

Any change in time, date, or cancellation of an activity is to be reported to the Library Director, with 24 hours advance notice, at (631) 586-3000, followed up in writing. Failure to notify a cancellation may result in denial of future requests for use of the meeting room.

The maximum number of people who may attend a non-library sponsored meeting is 30.

A responsible adult must supervise groups comprised of members under the age of 18.

No refreshments, food or drink may be served. No kitchen facilities are available. Smoking is not permitted in the meeting room, or any other location within the Library building. Alcoholic beverages are not permitted in the Library. Lighted candles or open flames are prohibited. The meeting room must be left in a neat and orderly condition. Nothing may be attached to the walls, ceiling, floor, furniture, equipment or doors.

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. Materials left in the Library will be considered abandoned property.

Excessive noise or the use of hazardous materials is prohibited. Meetings must not disrupt or interfere with normal operations of the Library.

Notwithstanding any other provision of this policy, as a school district public library located in property owned by the Deer Park Union Free School District ("School District"), the Board of Trustees hereby authorizes the Library Director to grant the School District, or authorized agents of the School District, use of the Library's meeting rooms when such rooms are available.

Whenever the meeting room is used, there is the possibility that persons may be injured and bring legal action against the sponsoring applicant or organization, the Library Board of Trustees, Library employees and/or the applicant, group or organization, for personal liability. The signature on the application is acknowledgement by the applicant or organization that it recognizes this responsibility. The Deer Park Library shall require a certificate of insurance naming the Library as an additional insured from applicants who seek to use the Library's meeting rooms to conduct services, program or activities which the Library determines in its sole and absolute discretion involves the excursion of increased physical activity.

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.

The Library Director reviews and approves applications for use of the meeting room providing such applications fall within the Library's regulations. A completed application; and signed hold-harmless/indemnification agreement in favor of the Library, its Board of Trustees and employees from any liability or claim action are required before a final approval for meeting room use is granted. The Deer Park Library shall require a certificate of insurance naming the Library as an additional insured from applicants who seek to use the Library's meeting rooms to conduct services, program or activities which the Library determines in its sole and absolute discretion involves the excursion of increased physical activity. If a certificate of insurance is required it must be submitted before final approval for meeting room use is granted. Provisional approval may be granted, pending receipt of complete appropriate paperwork.

Reviewed by counsel, Approved by  
the Board of Trustees May 2, 2018

Reviewed and approved as amended by  
the Board of Trustees May 22, 2019

## 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:

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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, is observed and the group is responsible for any damages incurred while using the Library facilities. If requested, the Library will be furnished with a certificate of insurance naming Deer Park Public Library as an additional insured.

\_\_\_\_\_  
 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**

Deer Park Public Library  
44 Lake Avenue  
Deer Park, NY 11729

Hold Harmless and Indemnification Agreement

As a condition of using the Deer Park Library's ("Library") meeting rooms in accordance with the Library's Meeting Room Policy, I, \_\_\_\_\_, on behalf of \_\_\_\_\_ ("Applicant"), hereby agree that the Applicant shall indemnify, defend and hold Library and its officers, board members, employees, volunteers, and agents ("Releasees") harmless from ANY AND ALL CLAIMS AND CAUSES OF ACTION OF ANY NATURE, INCLUDING NEGLIGENCE, for any and all damages or loss, including but not limited to personal and/or bodily injury or illness, including death, which may occur as a result of the Applicant's use of the Library's meeting rooms at the dates and times set forth below, inclusive of the cost of legal fees, costs or expenses incurred by the Library in connection with defending any claim arising from the Applicant's use.

Applicant understands and agrees that as a condition of using the Library's meeting room, the Library and Applicant shall not receive a "fee or other compensation" for the use of such facilities, as that term is used in General Obligations Law §5-326.

Applicant further expressly understands and agrees this Agreement is intended to be as broad and inclusive as permitted by the law of the State of New York and that any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full force and effect.

Meeting Room Number \_\_\_\_\_ shall be used by the Applicant at the following date(s) and time(s):

\_\_\_\_\_  
(Date / time)

By executing this Agreement, I hereby affirm that I am a duly authorized representative of the entity named below and has the authority to execute this Agreement on behalf of such entity.

\_\_\_\_\_  
(Signed / Date)

On behalf of \_\_\_\_\_  
(Name of Entity)

PROGRAM \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

NUMBER ATTENDING \_\_\_\_\_

**DEER PARK PUBLIC LIBRARY COMMUNITY ROOM**

EMERGENCY DOOR

C  
L  
O  
S  
E  
D

ENTRANCE

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X = CHAIRS     = REGULAR TABLE     = LONG TABLE