



Meeting Room Policy

The primary purpose of the Floyd Memorial Library's meeting rooms 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 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 Board of Trustees. Availability is determined solely by the library. Such use shall be nonexclusive 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, for religious worship, or for proselytizing. The room may not be used 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 used for the advancement of commercial or profit-making enterprises.

Application to use the library's meeting room must be made at least one week in advance of the intended use and in writing by an adult on the form provided for this purpose. Forms are available in the office of the Library Director. A Library District resident must sign the meeting room use application form. 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.

Priority will be given to applicants who are Library District residents, then to residents of other North Fork communities. Any applicant must be an officer of the requesting organization. The organization may be required to provide a copy of its by-laws, membership list, official statement of purpose, and affiliation with other organizations. Applications must be filed a minimum of one week in advance. Applications will be processed periodically as the need arises by the library. The Director or designee will sign applications giving library permission. The Board of Trustees will review applications monthly.

Use of library facilities does not imply the library or anyone connected with the library endorses an organization's beliefs or program. All publicity and/or media coverage for events in the

library, whatever the source, must be approved by the Library Director before issuance or coverage. In all announcements or publicity relating to a meeting room event, the library may only be mentioned as a location, not as a sponsor of an event or as the headquarters of an organization. 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.

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 user. The user shall provide adequate responsible adult supervision. Responsible adults in a ratio to be determined by the Library Director must supervise groups whose membership includes minors.

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 the 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 that proves to be disorderly or 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 user 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.

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 and the 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 indicates acceptance by the organization, group, or individual of the indemnification responsibility.

No admission fees may be charged, no donations may be solicited or accepted, and no items may 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 user or by persons attending the user's activity. The library will not store materials for any user. 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. The user may request use outside the library's normal hours of operation. Should such permission be granted, the user will incur a charge of \$25 for each hour or fraction thereof that the user intends to use the meeting room. Under no circumstances will use be approved beyond two hours 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 user at least 48 hours before 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.

With advanced notice, the library will set up the room for the user, although any re-arrangement during the event will be up to the user. Any library equipment, if use is granted, will be operated by library personnel, unless a trained operator can be provided by the user. Applicants should not try to use meeting rooms more frequently than once a month. If the demand for library meeting room facilities compels it, this frequency of use may be reduced to equitably apportion. Any refreshments need approval and must be provided by the user.

APPLICATION FOR MEETING ROOM USE:

Floyd Memorial Library
539 First Street
Greenport, NY 11944
Tel: 631-477-0660

Date _____

Organization name _____

Address _____

Telephone _____

Authorized Officer and Title _____

Event Date _____ Time _____

Estimated attendance _____

Supervisor responsible while on premises _____

Purpose _____

Number of chairs needed _____

Please indicate room set up:

I have read the Floyd Memorial Library Meeting Room Policy. As an authorized representative of this organization, I guarantee compliance with the policy and specifically assure that the library will be held exempt from any claims, liabilities suits or damages arising from our use of the library facilities.

Signature Title