

MEETING ROOM PROPER USE OUTLINE

- 1) Meeting room use is limited to non-profit groups who are either majority library district residents or will have majority resident attendees. In either case, soliciting any person for the purchase of goods/services, or engaging in activity involving payment for goods/services, including paid tutors, is strictly prohibited.
- 2) Applications for the use of a room must be submitted a minimum of 45 days prior to the date requested in the application. Any arrangements regarding the set-up of the requested room, including the use of any equipment the library may provide, must be included in writing on the original room use application. Verbal arrangements subsequent to the approval of the request may not be honored. No changes may be made within 10 days prior to the meeting.
- 3) Approval to use a room is not final until the Library Director, or designee, reviews the application and signs it. The use of any room can be denied, revoked or rescheduled if any conflict exists with library schedule, activities or policy. If the library closes for any reason, all meetings scheduled during that time are cancelled.
- 4) You cannot use any room past 9:00 p.m., including your guests or attendees, for whom you are responsible. Any time past 9:00 p.m. will be charged to the applicant/group using the room at \$125 per one-half hour starting with the first minute past 9:00 p.m. We suggest you make the effort to vacate by 8:45 p.m.
- 5) All meeting rooms used by any applicant, regardless of anything, are open to the public, no exceptions.
- 6) All publicity and/or media coverage of a scheduled meeting or event must be approved in advance by the Library Director, or designee.
- 7) Refreshments, if provided by applicant, are limited to coffee/tea and cookies, and only with prior approval. Hot food, alcoholic beverages and smoking or strictly prohibited.
- 8) Under no circumstances will politicking of any kind be permitted within the Library or upon Library premises, at any time. This includes, but is not limited to, the prohibition of literature, posters, signs, personal effects such as clothing or pins/badges, that endorses or denounces any political person or policy being voted on in a government election.

Room to be Used: _____

BRENTWOOD PUBLIC LIBRARY

34 Second Avenue, Brentwood, NY 11717

Phone: (631) 273-7883

Fax: (631) 273-7896

APPLICATION FOR USE OF LIBRARY MEETING ROOM

PLEASE SUBMIT FORM AT LEAST ONE MONTH IN ADVANCE

ATTACH DESCRIPTIVE MATERIAL ON YOUR ORGANIZATION FOR FIRST APPLICATION

Reminder: Fill in Set-Up/Equipment Needed/ Instructions in the Space on the Bottom of Form

Attention: Do Not Send Out Publicity Until This Application Has Been Approved & Returned

Library programs have preference over outside meetings in case of scheduling conflicts.

Name of Applicant: _____

Address: _____

Telephone No: _____

Alternate Number: _____

Name of Organization: _____

Person in Charge: _____

Address: _____

Telephone No: _____

Alternate Number: _____

Purpose of Meeting: _____

Is your organization nonprofit? (Yes / No)

**PLEASE ATTACH YOUR CERTIFICATE
IF WE DO NOT HAVE ONE ON FILE!**

Are the majority of your attending

members Brentwood residents: (Yes/No)

Date and Time you wish to use Meeting Room:

(1st Choice) Date: _____

Time: _____

(2nd Choice)* Date: _____

Time: _____

*The 2nd choice should be an alternate date in case the first date is not available. Whenever possible, your first choice date will be given preference. Do not provide a 2nd choice date as an additional date on which you would like to use a meeting room. Additional dates must be completed on a separate form.

Approximate number of people expected to attend: _____

I HAVE READ THE POLICY AND REGULATIONS FOR USE OF THE LIBRARY MEETING ROOM, INCLUDING THE ATTACHED APPENDIX, AND FULLY UNDERSTAND AND AGREE TO ABIDE BY THE STIPULATIONS.

(Date)

(Signature)

Approved: _____

Not Approved: _____

Date: _____

Director

***Set-Up Instructions/Equipment Needed For Approval:**

MEETING ROOM USE

The dual primary purposes of the Library's meeting room is to serve as a venue for Library sponsored services, programs, and activities, and to provide meeting facilities to community groups, organizations, and individuals whose aims are Library connected, educational, cultural, and/or civic. 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. Moreover, Library may cancel one or more pending scheduled dates, if demand for Meeting Room use increases.

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 rooms for proprietary purposes, regardless of the group's or individual's business or non-profit status, is strictly prohibited. Prohibited uses include, but are not limited to, solicitation of Library patrons for the purchases of books, educational materials and online services; and the sale of insurance products and policies, etc. 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. Use of Meeting Rooms shall be non-exclusive and shall be open to the general public. Eligibility for Meeting Room use shall be limited to Library District based organizations and to organizations whose membership and meeting room attendees are primarily comprised of Library District residents. Attendees of meetings in the Library's meeting rooms may be required to present evidence of Brentwood UFSD residency. Attendance by a majority of nonresidents in a meeting room will result in the suspension of the group's future meeting room use privileges for a period of one year.

The Library's rooms are not to be used for sectarian religious instruction or as a place of religious worship. Furthermore, the Library's meeting rooms 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 meeting room is not to be utilized for the advancement of commercial or profit-making enterprises.

Application to use the Library's meeting room must be made in writing by an adult on the form provided for this purpose at least 45 days in advance of the intended use and not more than six months prior to the date of requested use. Forms are available at the Library 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.

The Library Meeting Room may be used during library hours if scheduled sufficiently in advance and subject to availability, and shall not be utilized more often than once monthly by any organization or group for a period in excess of six months in duration. In order to provide for fair and equitable access to the Library's Meeting Rooms by all qualified community groups, the Board reserves the right to not grant permission for use of the Library's Meeting Rooms on a regularly scheduled basis.

The Meeting Room use shall be limited to regular Library hours of operation. Meeting Room use may in Library's sole discretion be regulated to certain days and hours so as to minimize interference with Library programs, operations and capacities of Library premises. Meeting room use shall cease a minimum of fifteen minutes prior to the scheduled Library closing; usually 9:00 o'clock, P.M., and all attendees shall vacate the Library no later than the time of Library closing. If the meeting room use or attendees' presence in the Library building extends beyond the time of scheduled Library closing, the applicant and group will be assessed a charge of \$125 for each one-half hour, or part thereof, that such

meeting room use and/or attendees' presence in the Library extends beyond Library scheduled closing. In addition, the applicant's and group's privileges to utilize the Library's meeting rooms will be suspended for a term of one year.

Use of Library facilities does not imply endorsement of the beliefs, activities or programs 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, and 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 is not to be publicized as a source to obtain further information regarding a non-Library sponsored event. Any literature or other materials to be distributed at a meeting must be submitted to the Library Director at least 48 hours prior to intended distribution. If materials intended for distribution are in violation of law or regulation, distribution of same is prohibited.

The applicant must certify both (1) that the meeting room shall be used only for the specific activity stated on the application and for no other purpose whatsoever and (2) that the majority of those persons attending the meeting are residents of the Brentwood Public Library. No activity shall 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.

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 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 or withdrawn to any group which violates any law or regulation or whose conduct and activities interfere with or disrupt Library operations or patrons' quiet use and enjoyment of Library's facilities.

The meeting room must be left in a neat and orderly fashion. If not, the applicant's or organization's future meeting room use privileges will be suspended for a period of two years.

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 maintaining insurance. The signature of the applicant on the meeting room use application is acknowledgment by the organization, group, or individual of this provision. In addition, any group or organization applying for use of the Library's meeting room for purposes may be required to provide proof of adequate insurance coverage as a prerequisite to obtaining permission to utilize meeting room facilities.

In consideration of the use of the Meeting Room facilities, each organization or group agrees that it will pay for all damage to property of the Brentwood Public Library and for liability arising out of the personal injury of persons, resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or group, or by any person in attendance.

The applicant is to hold-harmless and indemnify 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, including 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 shall constitute acceptance by the organization, group, or individual of the indemnification responsibility.

In consideration of the use of the Meeting Room facilities, each organization or group acknowledges that 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 express prior consent of the Library Board of Trustees. Such deemed authority will be granted under extraordinary circumstances.

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 other than for educational and cultural clubs granted such permission. Items left in the Library will be considered abandoned property and will be disposed of in accordance with standard practice. Special Meeting Room table set up requirements must be requested at the time of Application. Library equipment, if available, may only be provided to properly trained applicants, subject to the applicant's request for use of such equipment sufficiently in advance of the meeting.

Refreshments limited to coffee/tea and cookies may be served and consumed in the Meeting Rooms designated by Library for such purposes. Consumption of alcoholic beverages and smoking are prohibited on Library premises.

Notice of cancellation of at least 48 hours is required if an applicant or group cancels its Meeting. A substitute date will be scheduled, if available. Failure to provide adequate notice of cancellation will result in the cancellation of all future scheduled meetings of the applicant and applicant's organization, as well as suspension of the privilege to schedule future meeting room year for a period of one year. Upon emergency closing of Library, all scheduled Meetings are automatically canceled.

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

Amended: July 1, 2015

APPENDIX TO MEETING ROOM USE

The undersigned Applicant requesting use of the Library's meeting room acknowledges and affirms that the undersigned has reviewed and fully understands all terms and conditions of Library's attached Policy governing the use of the Library's meeting room, and that the failure to strictly adhere to the terms and conditions of use may result in the assessment of additional charges and suspension of future meeting room use privileges.

The terms and conditions for use of the Library's meeting rooms include, but are not limited to, the following:

1. Library meeting room use is limited to groups whose aims are Library connected, educational, cultural, and/or civic.
2. 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.
3. Use of the Library's meeting rooms for proprietary purposes or fundraising is strictly prohibited. Prohibited uses include, but are not limited to, solicitation of Library patrons for the purchases of books, educational materials and online services; the sale of insurance products; paid tutors; etc.
4. Prohibited uses include sectarian religious instruction, religious worship, partisan political use & fundraising.
5. 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.
6. Use of Meeting Rooms shall be non-exclusive and open to the general public, with no admission charges.
7. Use of Meeting Rooms shall be limited to Library District based organizations and to organizations whose membership and meeting room attendees are primarily comprised of Library District residents, and is subject to availability. Applicant to so certify.
8. Attendees of meetings in the Library's meeting rooms may be required to present evidence of residency to establish that a majority of attendees are District residents.
9. Attendance by a majority of nonresidents in a meeting room or disruption of Library operations will result in the suspension of the group's future meeting room use privileges for a period of one year.
10. The meeting room use application form must be signed by a Library District resident, and shall not be effective until signed by the Library Administrator and returned to the applicant.
11. **Meeting room use shall cease a minimum of fifteen minutes prior to the scheduled Library closing;** usually 9:00 o'clock, P.M., and all attendees shall vacate prior to Library closing. Applicant and group will be **assessed a charge of \$125 for each one-half hour,** or part thereof, beyond closing, and future **meeting room use suspended for a term of one year.**
12. All publicity and/or media coverage must be approved in advance by the Library Director. All literature or other materials to be distributed at a meeting must be submitted to the Library Director at least 48 hours prior to intended distribution.
13. Applicant must certify both (1) that the meeting room shall be used only for the specific activity stated on the application and for no other purpose whatsoever and (2) that the majority of those persons attending the meeting are residents of the Brentwood Public Library. No activity shall disrupt Library operations.
14. The meeting room must be left in a neat and orderly fashion.
15. Applicant may be required to provide proof of adequate insurance coverage.
16. Applicant is to hold-harmless and indemnify the Library from liability or loss
17. The signature of the applicant on the meeting room use application shall constitute acceptance by the organization, group, or individual of the indemnification responsibility.
18. Library is not responsible for the loss or damage to equipment or personal property.
19. Refreshments are limited to coffee/tea and cookies; alcoholic beverages and smoking are prohibited.
20. Notice of cancellation of at least 48 hours is required if an applicant or group cancels its Meeting.
21. In the event of Library closing, all scheduled Meetings are automatically canceled.