

Cutchogue New Suffolk Free Library

Meeting Space Policy for Non-Library Sponsored Events

The primary purpose of the Library's meeting rooms is to serve Library sponsored services, programs and activities. To the extent time and space allow, however, permission to use the Library's meeting spaces may be granted to non-profit organizations, community groups or individuals whose aims are Library-connected, educational, cultural and/or civic. The Library's facilities are not available for use as a public forum.

1. Facilities:

- a) **Community Room:** Located on the lower level, this room is the largest meeting space (57 people maximum) and contains equipment to provide an audiovisual presentation. A sink and small refrigerator are also available.
- b) **Study Room:** This is the smallest space and seats 8 people around a table comfortably. A white board and markers are provided upon request. The study room is located on the lower level.
- c) **Meeting Room:** This medium-sized space (25 people maximum) is located adjacent to the Children's Room on the Main Level. It contains a great deal of natural light and a sink is available.

2. Applicant's Eligibility:

- a) Permission to use Library meeting space will only be granted to non-profit organizations, community groups and individuals that complete an **Application and Agreement for Use of Meeting Space** which will be submitted to the Director for approval.
- b) The Library's facilities are not to be used to proselytize, fundraising events or for the advancement of profit-making enterprises.
- c) Applicants who are reserving meeting room space to conduct tutoring or educational prep classes must comply with the Library's Tutoring Policy in addition to this policy.
- d) Priority will be given to applicants who are Library District residents, then to residents of other North Fork communities. Organizations may be required to provide a copy of their bylaws, an official statement of their purpose.

3. Scheduling:

- a) Applications for meeting space use must be submitted a minimum of two weeks prior to the event.
- b) Availability will be determined solely by the Library.
- c) A meeting space may only be reserved for up to 3 months from the date of application. It is the responsibility of the applicant to submit a new application as they near the end of their current 3 month period if they want to continue meeting on an ongoing basis. Request for a date(s) beyond 3 months may be granted at the discretion of the Library Director.

- d) Renewal applications to continue using the Library's facilities will be determined based on the Library's need for space to offer its programs and activities, as well as a desire to assure that use of the Library's facilities is equitably apportioned among those requesting space.

4. Applicant's Responsibilities:

- a) Organizations and community groups must designate a representative who will read this policy and sign a completed **Application and Agreement for Use of Meeting Space**.
- b) No meeting space request is considered final until the application is signed and returned along with all required documents to the Library and the applicant has been notified of approval. No application is approved until this occurs.
- c) Use of the Library facilities shall be restricted to the specific activity stated on the application.
- d) By executing the application, the applicant agrees to the release of the applicant's name and telephone number to any person requesting information concerning their activities or program.
- e) Except to designate the meeting's location, the name and address of the Cutchogue New Suffolk Free Library may not be used for any purpose. In publicity or media coverage for the applicant's program, it must be clear that the Library is not the organizer or sponsor of the event or program. A phone number for the applicant or its representative must be printed on all literature distributed about the event.
- f) The signature of the applicant on the application is acceptance by the non-profit organization, community group or individual of a hold-harmless/indemnification agreement releasing 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 and should include legal fees, costs or expenses incurred by the Library in connection with defending any claim arising from the applicant's use.
- g) Applicants may be asked to submit a liability Certificate of Insurance, naming the Cutchogue New Suffolk Free Library as additional insured (min. \$1,000,000.00) two weeks prior to the program.
- h) The signature of the applicant on the **Application and Agreement for Use of Meeting Space** is an acknowledgement that the non-profit organization, community group or individual is responsible for any legal action brought against the Library, Board of Trustees or its employees for any injury incurred by persons attending the applicant's program.
- i) The applicant assumes all responsibilities for the maintenance of public order and safety. Activity and noise levels in the meeting spaces during meetings must not disrupt or disturb regular Library activities.
- j) For events that include minors (under age 18), responsible adult supervision in a ratio that will be determined by the Library Director is required. Participants who bring children to meetings must abide by the Library's Unattended Child Policy as well as the Library's Conduct Policy.

5. Room Requirements:

- a) Applicants should be prepared to provide equipment necessary for the scheduled program. At the Library Director's discretion, applicants may be permitted to use the Library's equipment. Applicants or a designated representative of the organization or group are expected to make an appointment in advance if they anticipate needing assistance with computer and projection equipment. It is understood that the equipment will be treated with care; any cost to repair damage to the equipment will be the responsibility of the applicant.
- b) Refreshments may be provided by the group but must be approved by the Library Director prior to the event or program. No alcoholic beverages may be served.
- c) Applicants are responsible for returning all library furniture to its original position and the removal of all trash accumulated during the event or program. If the Library's kitchen facilities are used, they must be cleaned by the applicant. A custodial service fee of \$25.00 will be incurred by the applicant if the meeting space is not satisfactorily cleaned.
- d) Due to space constraints, storage of the applicant's materials is not available.

6. Terms, Conditions & Fees:

- a) Use of the Library's facilities is subject to all applicable federal, state and local laws and regulations as well as policies set forth by the Library's Board of Trustees.
- b) The Library reserves the right to reschedule a community meeting.
- c) Library personnel must have free access to meeting spaces at all times. The Library reserves the right to monitor all meetings conducted on the premises.
- d) The Library reserves the right to revoke permission to use the facilities if the applicant and/or program attendees are not compliant with Library policies.
- e) The applicant must agree to limit attendance to the occupancy for which each meeting space is rated.
- f) There is no charge for the use of the Library's meeting spaces during regular operating hours. Set up and cleanup time are included in the applicant's reserved hours.
- g) No general admission fee may be charged for any meeting held in the library's meeting spaces.
- h) No buying or selling of products or services is permitted on Library property.
- i) Use of the Library's meeting spaces outside regular operating hours may be requested. Should permission be granted the applicant will incur a usage fee of \$50.00 for each hour or fraction thereof, plus the Library's compensation costs of any staff deemed necessary to oversee the event. If such event is to occur on a day the Library is not open, a minimum usage fee of four hours will be charged. The Library will also be compensated for any staffing costs deemed necessary to oversee the event. The event is not to exceed the agreed upon amount of hours. 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 the scheduled activity. *Adopted by the Board of Trustees 9/18/2018.*
- j) Applicants are responsible to provide reasonable accommodations for persons with disabilities.