

POLICIES AND REGULATIONS FOR THE PATCHOGUE-MEDFORD LIBRARY MEETING ROOMS

The meeting rooms may be used for meetings, public gatherings or exhibits of a civic, cultural, or educational character. Library programs, however, receive first consideration and have priority over community-sponsored activities.

All meetings must be open to the general public. No admittance fee may be charged or contributions solicited nor may collections be made. Nor may there be selling or taking of orders of any kind. The meeting rooms may not be used for the advancement of commercial or profit-making enterprises.

All publicity for non-Library sponsored meetings must clearly indicate the name of the sponsoring agency. The Library shall not be identified or implied as a sponsor without the specific written consent of the Board of Trustees or the Library Director as their delegate.

The views or opinions expressed by individuals or groups utilizing the Library's meeting rooms shall not be construed as the views or opinions of the Library or any of its officers or employees.

The Library's address may not be used by any non-Library related group to send or retrieve mail, etc. The Library's telephone numbers may not be used by any non-Library related group for any purpose. No incoming telephone calls for members of any non-Library related organization will be handled by the Library staff.

Final interpretation of these policies rests with the Board of Trustees and is to be implemented by the Library Director. The Library reserves the right to revoke meeting room privileges at any time.

PROCEDURES FOR APPLICANTS:

1. Library hours are 9:30 a.m. to 9:00 p.m. Monday - Friday; 9:30 a.m. to 5:30 p.m. Saturday, and 1-5 pm October through May. The Carnegie Library hours are 2:30 to 8:30 p.m. Monday through Friday, 11:30-5:30 on Saturdays and 1-5 p.m. on Sundays October through May. Meeting participants must leave the building by the closing time stated at each building.
2. The meeting rooms are available free of charge by in-district groups. The Board of Trustees reserves the right to charge a custodial/security fee to out-of-district groups.
3. All bookings for a meeting room should be made at least two weeks before the scheduled meeting. Applications should be made by adults 18 or over. Bookings may be made in person, online, by telephone or by mail, but they are

not considered approved until the application form has been signed by the Library Director and returned to the applicant.

4. Applicants should notify the Library of cancellations in advance (at least 48 hours for large groups). Failure to do so may result in loss of meeting room privileges.
5. The Library reserves the right to assign rooms according to space requirements of the organization. The Library further reserves the right to cancel any meetings because of adverse weather conditions or for reasons of an emergency nature.
6. Organizations meeting regularly in the Library building (monthly, weekly, etc.) must renew their reservations every six months. Because the Library encourages use of the rooms by many groups, meeting rooms may be booked no more than 6 months in advance and may be used no more than once a week on a continuing basis.

REGULATIONS:

1. Organizations composed of minors must have at least one adult supervisor for each ten minors, and one adult must be designated as the person in charge.
2. Smoking and consumption of alcoholic beverages are not permitted. If food or drink will be served during meeting room use, prior notice should be listed on the application and applicants are responsible for clean up.
3. Attendance must be limited to the stated capacity of the room.
4. All state and local regulations affecting the use of public buildings must be observed at all times.

LIABILITY:

1. The applicant or organization using the Library's facilities assumes full responsibility for the preservation of order and safety in the building and the liability for damage to or loss of Library property as a result of the meeting. The room must be left in a neat and orderly condition. Failure to fulfill these conditions will result in denial of requests for further use of the meeting rooms and/or cancellation of regularly scheduled meetings.
2. The Library Board assumes no responsibility for personal property left on the premises or for personal injury.
3. Each organization should protect itself from legal action because of injury by having a temporary insurance policy. The applicant agrees to hold the

Patchogue-Medford Library, its representatives, agents, servants and employees harmless and indemnify the Library for any and all claims, lawsuits, fees or costs that may arise from the applicant's use of Library facilities.

Adopted by the Board of Trustees 1981 –

Revised August 19, 1997

Revised August 17, 2004

Revised, April 19, 2011

Revised, April 19, 2017