

# Meeting Room Policy and Rules Of Use

## General Policy

1. The primary function of the Library's meeting rooms is to serve as a venue for Library sponsored services, programs and activities. Library sponsored programs and activities take precedence in assignment of meeting rooms and may supersede any non-Library programs scheduled.
2. Members of the public may apply to use a meeting room for meetings, public gatherings or exhibits of a civic, cultural, or educational character. Study rooms are not available for reservation and are available on a first come, first serve basis for a maximum of two hours a day with additional time granted if no one else is waiting.
3. 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.
4. The library strives for equitable access to its resources and does not discriminate in making its premises available for use based on sex, race, creed, religion, color, culture or ethnicity, national origin, age, sexual orientation, individual lifestyle, political affiliation or physical limitation; however, meeting rooms may not be used to conduct religious worship.
5. 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.
6. The Library retains the right to monitor all meetings, programs and events conducted on the premises.
7. No group will be permitted use of the rooms if that usage would be disruptive of the programs and activities of the Library.
8. 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.

## Applying

1. All bookings for a meeting room should be made at least two weeks before the scheduled meeting. Applicants, age 18 and over, must first complete an application. Bookings can then be made in person, online, by telephone or by mail. Applications are not considered approved until the application form has been signed by a library representative and returned to the applicant.
2. Each request is considered on an individual basis according to the overall number of requests pending; availability of rooms, and library priorities. 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.
3. 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.

## Rules & Regulations

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

2. Smoking and consumption of alcoholic beverages are not permitted.
3. Any food or drink to be served during meeting room use must be listed on the application. Applicants are responsible for cleanup.
4. 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.
5. Attendance must be limited to the stated capacity of the room.
6. All state and local regulations affecting the use of public buildings must be observed at all times and all Library policies followed.
7. Meeting participants must leave the building by the closing time stated at each building, unless other arrangements have been made.
8. All publicity for non-Library sponsored meetings must clearly indicate the name of the sponsoring agency. No printed or electronic advertisement or announcement implying such endorsement is permitted, nor is the use of the Library's logo. 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.
9. 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.
10. The Library should be notified of cancellations in advance (at least 48 hours for large groups).

## **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 because 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 all claims, lawsuits, fees or costs that may arise from the applicant's use of Library facilities.

## **Private Rentals**

Non-profit groups and the public may apply to rent space for a private event at the Carnegie Library for a fee when the Carnegie Library is not needed for library purposes. Fees for private events will vary depending on type and duration of the event but will ensure at a minimum, coverage of all Library staff and operating costs. Additional insurance may be required.

Adopted by the Board of Trustees 1981; Revised April 19, 2017; August 20, 2024.

## Patchogue-Medford Library

### Application for the Use Of Meeting Rooms

Library meeting rooms may be used for meetings, public gatherings or exhibits of a civic, cultural or educational character. The meeting rooms may not be used for the advancement of commercial or profit-making enterprises. All room bookings must be open to the general public. No admittance fee may be charged or contributions solicited, nor may collections be made. The Library reserves the right to cancel meeting room reservations at any time.

Name of Organization/Group: \_\_\_\_\_

Is this your first time booking at the Library? Yes No

Purpose of the meeting: \_\_\_\_\_

Name of person authorized to arrange meeting: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Suggested dates of meeting: \_\_\_\_\_

Time of meeting: \_\_\_\_\_ to \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Will you be serving light refreshments? Yes No

**Building Requested:**

Main Building  Medford Branch  Carnegie Library

**Equipment Requested:**

Number of Chairs  Number of Tables  Laptop & Projector  Lectern  Whiteboard   
Speakers  Other \_\_\_\_\_

I am the authorized representative of the organization named in this application. We have read and agree to abide by the Policies and Regulations for the Patchogue-Medford Library Meeting Rooms. It is agreed that the facilities will be used only for the activity stated in this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Applications are subject to approval.**

FOR STAFF USE:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_