

Patchogue-Medford Library

Meeting Room Policy

While the primary function of the Library's meeting rooms is to serve as a venue for Library sponsored services, programs and activities, members of the public may apply to use a meeting room for meetings, public gatherings or exhibits of a civic, cultural, or educational character. 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.

- All meetings must be open and free of charge to the public.
- No admittance fee may be charged, 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.
- Educational courses conducted by non-profit groups may charge fees for learning materials or course credits.
- Use of the facilities will not be granted for recruiting events or fund-raising purposes, except as may be permissible under law and with the explicit consent of the Library Board of Trustees.

Meeting rooms are not intended for private parties and/or celebrations, but 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.

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. Groups of two to three can be accommodated in other available library space and are generally are not scheduled for meeting room use. (See also Tutoring Policy.)

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. 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 retains the right to monitor all meetings, programs, and events conducted on the premises.

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. Rooms can be booked in person, online, by telephone, or by mail. All bookings for a meeting room should be made at least two weeks before the scheduled meeting.
2. Applications may be held at certain times of year to allow staff time to book. Applications are not considered approved until the application form has been signed by a library representative and returned to the applicant.
3. Each request is considered on an individual basis according to the overall number of requests pending, availability of rooms, and library priorities. Library sponsored programs and activities take

precedence in assignment of meeting rooms and may supersede any non-Library programs scheduled. 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. No group will be permitted use of the rooms if that usage would be disruptive of the programs and activities of the Library. The Director may deny use of the meeting room or cancel a scheduled event or meeting if in the judgment of the Director adequate security cannot be maintained or the event will disrupt the normal operation of the Library. If additional security is required, all additional costs incurred will be passed on to the applicant.

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 two months in advance and may be used no more than once a week on a continuing basis.

Use of the piano in the Main Library or the Medford Branch must be scheduled in advance by submitting a meeting room use application. Use of the piano is limited to one hour per week. Combined Meeting Rooms A and B (Main) and North and South (Medford) must be scheduled for use of the piano.

Group Responsibilities

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. If you have any concerns with the room's condition upon arrival, please report them to a Library employee before beginning your reservation. The Library Board assumes no responsibility for personal property left on the premises or for personal injury.

Organizations composed of minors must have at least one adult supervisor for each 10 minors, and one adult must be designated as the person in charge. All state and local regulations affecting the use of public buildings must be observed at all times with attendance must be limited to the stated capacity of the room. The group must alert the audience to the nearest exits from the meeting room and how to evacuate the building in event of an emergency. The following instructions can be altered depending on which room is being used:

Before we begin our program, I would like to review some safety precautions. In the event of fire or other emergency in the building, you are instructed to evacuate the building via the nearest exit. You have several means of exit from this area. (Point out emergency exits.)

In Main: Once out of the building, please go east to the Capital One Plaza and await further instructions.

In Medford and Carnegie: Once out of the building, please go to the far side of the parking lot and await further instructions

The elevator is not to be used during an emergency evacuation of the building.

The group is responsible for ensuring that the group abides by the Library's policies. Permission to use the meeting room may be denied at a later date to any group that proves to be disorderly or that violates any law, library policy, or regulation. Repeat offenses may result in the group losing permission to use meeting

rooms in the future. 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.

Rules & Regulations

All meetings are open meetings. Groups meeting on library premises may find that non-members enter their meetings. Non-members may be informed of the nature of the meeting, but they may not be excluded if they wish to remain.

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.

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.

Any food or drink to be served during meeting room use must be listed on the application. Smoking and consumption of alcoholic beverages are not permitted. Meetings must end at least 15 minutes before closing; room must be completely cleaned up by the time of closing unless other arrangements have been made. The Library should be notified of cancellations in advance (at least 48 hours for large groups).

Although the Library does not charge a fee for the use of the meeting rooms, the group will be billed for violations of this policy, such as use of the meeting room extending beyond Library hours, excessive cleanup and/or damages. Repeat offenses may result in the group losing permission to use meeting rooms in the future.

Liability

Whenever library buildings are used, there is the possibility that persons may be injured and may bring legal action against the Library Board of Trustees and/or the contracting group for personal liability. The Library Board of Trustees carries a public liability insurance policy to protect the Library in case any person injured on Library property brings legal action. It is possible that groups using the property may be sued for personal injury. 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 to indemnify the Library for 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 May 19, 2026.

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, or for religious worship. 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: _____