



Meeting Room Policy and Regulations

The primary function of the Library's meeting rooms is to serve as a venue for Library sponsored services. For the purposes of this policy, Library meeting rooms are defined as meeting spaces within the Library building and/or on the Library premises. Meeting space in **Inside/Out** may be assigned on a case-by-case basis with the approval of the Library Director. **Discovery Grove** may not be scheduled for use by outside groups. Library sponsored events take precedence in assignment of meeting rooms and supersede any non-library program scheduled. As an institution of education, the Library welcomes the use of its meeting room, if available, by non-profit educational, civic, and cultural groups that have open membership policies, do not discriminate on the basis of age, race, sex, national origin, religion, or physical disabilities and who adhere to the following rules and regulations established by the Sachem Public Library Board of Trustees. Meeting rooms may not be used by groups for commercial or business purposes, for the personal profit of the applicant, or for private social events for individuals. The meeting rooms are not to be used for private parties and/or celebrations.

No admissions fees may be charged. No donations may be solicited or accepted. The sale of items is prohibited. Use of the facilities will not be granted for fundraising purposes. Educational courses conducted by non-profit groups may charge fees for learning materials or course credits.

Use of Library meeting rooms by non-profit community groups does not, however, imply endorsement of the beliefs or program of the group by the Library or anyone connected with the Library. The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Application for Use

Applications for use of a Library meeting room are available at the Welcome Desk and on the Library webpage.

A completed application form must be submitted to the Welcome Desk. The applications must be signed by an authorized representative of the group who is an adult district resident with a library card in good standing. Said representative must attend the meeting and be personally responsible for the conduct of the meeting and for any resulting damages.

Applications for use by non-profit educational, civic, and cultural groups may be made on a quarterly basis according to the following schedule:

- **December 1:** January, February, and March applications can be submitted
- **March 1:** April, May, and June applications can be submitted
- **June 1:** July, August, and September applications can be submitted
- **September 1:** October, November, and December applications can be submitted

Meeting room space is assigned to groups that are a minimum of 4 individuals. Groups of 2 to 3 can be accommodated in other available library space and will not be scheduled for meeting room use. Confirmation of availability for meeting room requests will be made within two weeks of application. No application will be considered officially approved until it is signed by the Library Director or the Director's designee. Meeting room applications will be processed on a first-come, first-served basis. The Library reserves the right to assign a specific meeting space. The Library also reserves the right to cancel a reservation due to unexpected Library needs.

The applicant must certify that the meeting rooms will be used solely for the specific activity stated on the application. No activity may disrupt Library operations.

The applicant should notify the Library as soon as possible if a meeting is cancelled so the room may be rescheduled.

Availability

In order to make the meeting rooms accessible to as many people as possible, the use of meeting room space by a group is limited to one meeting per month.

Meetings may be scheduled during regular operating hours. Time for setup and cleanup should be included in the reserved time period. Meetings must end at least 15 minutes before closing. Room must be completely cleaned up by the time of closing. Meetings may not extend beyond the Library's closing time.

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 activities; or in the case of an emergency.

Equipment /Supplies

The Library does not generally grant permission for the use of Library-owned audiovisual equipment to any meeting room user. The group must supply any equipment needed.

The Library is not responsible for safeguarding supplies, equipment, or other items owned by the sponsoring group or by persons attending the group's activity. The Library will not store materials for any group. Items left in the Library will be considered abandoned property and will be disposed of in accordance with standard practice.

The service of light refreshments is permitted. Alcoholic beverages and smoking are not permitted.

A group using a meeting room is responsible for providing its own supplies such as note paper, pencils, etc.

Room Arrangement

The library will be responsible for furnishing the necessary meeting space, including the initial setup of chairs and tables. Each group must count on its own personnel to rearrange seating, carry supplies to and from the meeting room, etc. A group using a meeting room is responsible for the wipe down of chairs and tables after use.

Group Responsibilities

The responsibility for the maintenance of public order and safety at a meeting is that of the group. 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 will be instructed to evacuate the building via the nearest exit. You have several means of exit from this area. (Point out emergency exits.) Once out of the building, please walk to the back of the parking lot and await further instructions. The elevator is not to be used during an emergency evacuation of the building.

The group must abide by current social distancing guidelines.

The group will provide adequate responsible adult supervision. Responsible adults must supervise groups whose membership includes minors. Group participants are restricted to the designated meeting rooms and other public areas.

Sachem Public Library complies with the Americans with Disabilities Act (ADA). The Library Board expects that any group utilizing the meeting rooms will comply with the provisions of the Americans with Disabilities Act which requires that a meeting or materials at a meeting be provided in an accessible format in response to a request.

The meeting rooms must be left in a neat and orderly condition. Posters, pictures, and/or other materials are not to be attached to walls, windows, doors, or furnishings except with the specific approval of authorized Library staff. The group is responsible for ensuring that the group abides by the Library's Meeting Room Policy and Regulations.

Failure to adhere to these regulations can result in denial of future meeting room requests

Regulations

All advertisements, announcements, press releases, flyers, etc. publicizing a meeting must be submitted to the Library Director's designee for authorization prior to distribution. Distribution of items that are in violation of law, library policy or regulation is prohibited.

Media coverage, digital recording, and posting on social media must be coordinated with and approved by the Library Director's designee at least 48 hours in advance of the meeting.

All publicity must clearly state the meeting is not sponsored by Sachem Public Library. In announcements and publicity relating to a meeting room event, the Library may only be mentioned as a location: not as the sponsor of an event nor as the headquarters of a group. The Library's telephone number should not be given as a contact for further information regarding a non-library sponsored event. No promotional or informational materials may be left in the meeting rooms or library by any meeting room user.

The Library Director, or Director's designee, is authorized to order the termination of any meeting making use of Library facilities in violation of any law, library policy, or use regulation. The determination by said Library official is final. The Library Director, or Director's designee, is authorized to call upon appropriate security personnel or law enforcement agency to enforce such action if, in the opinion of the Library official,

circumstances warrant such an action. 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. 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.

All meetings are open meetings and free of charge to the public. Groups meeting on library premises may find that non-members enter their meetings. Non-members should be informed of the nature of the meeting. They may not be excluded if they wish to remain. Noise levels from meeting rooms must not disturb library patrons or staff.

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 extends beyond Library hours, excessive cleanup, and/or damages. Repeat offenses may result in the group losing permission to use meeting rooms in the future.

The pianos are to be used for concert performances and related rehearsals only. Prior approval for use of a piano or the pianos must be obtained from the Community Services Librarian.

Personal 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 group should, therefore, protect itself by having a temporary insurance policy protecting it against such legal action. The signature on the bottom of the application is acknowledgment by the group that it recognizes this responsibility.

Indemnification

By execution of the meeting room application, the applicant hereby indemnifies the Sachem Public Library and its Board of Trustees and employees from any liability or claim arising from the applicant's use of the meeting rooms, and agrees to hold the Library, its Board of Trustees, and employees harmless from any claim, lawsuit, or liability which arises from such use, including but not limited to, any attorney's fees, costs, or expenses incurred by the Library in connection with defending any claim arising from applicant's use.

Additional stipulations may be imposed by the Library, as may be deemed necessary.

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

Policy Adopted 4/2001
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