

## **Meeting Room Policy**

The Brookhaven Free Library aims to serve as a community center and it hopes that the largest possible number of district residents will use the Library. The Library's facilities are operated to meet the educational, informational and entertainment needs of Library district residents.

The meeting room at the Brookhaven Free Library may be used by community groups and not for profit organizations whenever possible subject to the guidelines described below. While the Library welcomes such groups, its own programs take precedence over other activities.

Use of the Library's facility is subject to all applicable federal, state and local laws and regulations as well as policies set forth by the Library Board of Trustees including the following:

- No smoking on Library premises
- No alcoholic beverages may be served
- No admission fees may be charged
- No donations may be solicited
- No items can be sold or raffled

The Library facilities may not be used for:

- Religious instruction or as a place of worship
- The advancement of partisan political agendas
- Fundraising
- The advancement of commercial or profit-making enterprises
- Private social events

The Library reserves the right to cancel any scheduled meeting in the event of a scheduling conflict, the facility be needed for a library sponsored program or activity, or in case of a weather or other emergency.

The Library retains the right to monitor all meetings conducted on the premises.

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

### ORGANIZATION'S RESPONSIBILITIES:

1. The organization must designate a representative who will complete and sign the application form. By signing the form, the applicant agrees to abide by Library policy,

to use the premises only for the stated purpose, and authorize the release of the representative's name and telephone number to any person inquiring about the program.

2. Use of Library facilities does not imply that the Library or anyone connected with the Library endorses the organization's beliefs or program. In any publicity or media coverage for the organization's program, it must be clear that the Library is merely the location of the program, not its sponsor. The organization must adhere to the agreement that all inquiries about the program will be directed to the designated representative and that that representative's contact information is clearly printed on any publicity material.

3. The signature of the applicant's representative on the application form is acceptance by the organization of a hold-harmless/indemnification agreement in favor of 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 to include the cost of legal fees, costs, or expenses incurred by the Library in connection with defending any claim arising from the applicant's use. The Library assumes no responsibility for an organization's equipment, supplies or materials on the premises.

4. The organization assumes all responsibility for maintenance of public order and safety.

5. Minors attending an organization's program must be supervised by responsible adults at all times. Programs involving minors must have an adult sponsor present at all times.

6. If a meeting is cancelled, the Library must be notified as soon as possible and the organization is responsible for notifying attendees.

#### ROOM REQUIREMENTS:

1. The room shall be available ONLY during normal scheduled Library hours of operation.

2. No meeting or program in the Library may be broadcast or televised without the Library's permission.

3. The meeting room must be left in a neat and orderly fashion including the removal of any trash.

4. The maximum capacity of the meeting room is 30 people.

5. The Library is not responsible for the safekeeping of any supplies, equipment or other items brought by the applicant or by persons attending the meeting. The Library cannot store material for organizations using its facilities.

6. No nails, staples, adhesive tape or tacks may be used on the walls of the Library. Decorations, scenery, or signs are not permitted. No electrical equipment other than standard audio-visual presentation equipment may be used in Library rooms.

7. Refreshments, if served, must be provided by the group and must be limited to finger food. The Library kitchenette may not be used for cooking, heating, or food preparation.

8. Library personnel must have free access to the meeting room at all times.

## Brookhaven Free Library Application for Meeting Room Use

The Library Director has the right to request additional information concerning the nature of the organization and the program before granting approval. Permission to use meeting room facilities is determined according to the regulations printed in the Library Policy Manual.

Please print and fill out all applicable portions:

Date of Application: \_\_\_\_\_ Organization: \_\_\_\_\_

Name of representative filing application: \_\_\_\_\_

Contact information for representative:

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ alternate (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Day and Date requesting use of facility: \_\_\_\_\_

Time of program\* \_\_\_\_\_ - \_\_\_\_\_ (Starting & ending time including setup and break down)

*\*Please note that regardless of your setup, you must include time for setup and cleanup.*

*Library hours are: Mon-Thurs 9:30 a.m.-8:00 p.m., Fri-Sat 9:30 a.m.-5:00 p.m., Sun 12:00-4:00 p.m. We kindly ask that all meetings end 30 minutes prior to closing.*

Person responsible during meeting if different from above:

\_\_\_\_\_

Nature or purpose of meeting:

\_\_\_\_\_

\_\_\_\_\_

Number of people expected (not to exceed 30): \_\_\_\_\_

Set Up Requests:

Chairs (if yes, how many-30 available): \_\_\_\_\_ Tables (if yes, how many-6 available): \_\_\_\_\_  
Projector: \_\_\_\_\_ Screen: \_\_\_\_\_ Laptop: \_\_\_\_\_ Audio: \_\_\_\_\_ DVD: \_\_\_\_\_

\*While technology is available for use, group members are responsible for operation during their scheduled meeting.

*Application continues on reverse side*

- In consideration of the use of meeting-room facilities, each organization or group agrees that it will pay for all damage to any property of the Brookhaven Free Library resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or group, or any of its invitees, and that it will save harmless and indemnify the Brookhaven Library from any and all liability which may be imposed upon the Library, for any injury to persons or property caused by the organization or group or any other person in connection with the program.

- It is understood that the Brookhaven Free Library assumes no responsibility whatever for any property placed in the Library in connection with the program, and that the Brookhaven Free Library is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained during, or by reason of, a program held on the Library's premises.

We have read and agree to abide by the regulations governing the use of meeting room(s).

Organization or Group: \_\_\_\_\_

Signature of Authorized Officer: \_\_\_\_\_

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To Be Completed by Library Personnel:

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

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