

FARMINGDALE PUBLIC LIBRARY
MEETING ROOM POLICY

The Board of Trustees of the Farmingdale Public Library recognizes the need for meeting room space for community groups and organizations. As per Section 414(1) of the NY State Education Law, the Library's meeting rooms, may be used by Farmingdale based groups, clubs, organizations or societies, the majority of whose membership and attendees are from the Farmingdale U.F.S.D. #22 for any of the following purposes:

- (a) for instruction in any branch of education, learning or the arts;
- (b) for holding social, civic and recreational meetings and entertainment and for other uses pertaining to the welfare of the community; but such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public;
- (c) for polling places; and
- (d) for civic forums.

Rooms are not available for:

- (a) personal use;
- (b) conducting of religious services; or
- (c) the benefit of private individuals or for commercial purposes or support. Article 8 Section 1 of the Constitution of the State of New York specifies "No county, city, town, village or school district shall give or loan any money or property to or in aid of any individual, or private corporation or association, or private undertaking..."

Should a question regarding the composition of a group arise, the Library reserves the right to request a current membership list with the names and addresses of all members. Duly constituted political groups may use the rooms as per the above membership rule, but temporary committees for the advancement of an individual's success in a political campaign shall be denied such use. Library sponsored programs will always be given preference for use of the rooms. Upon adequate notice, the Library reserves the right to revoke permission to use any meeting room for the purpose of meeting room use for Library programs or purposes.

A. RESERVATIONS

1. Applications for the use of the meeting room shall be made to the Library on the form prescribed.
2. The application form must be completed and signed by an organization representative who is 21 years of age or older, who will assume responsibility for the group's use of the facility, and for seeing that the use conforms to this policy.
3. Completed applications must be submitted to the Business Office. Reservations will not be taken by phone.
4. No meeting room may be used without the express permission of the Library Director or his/her designee. Notice of approval or denial will be mailed to the applicant.

MEETING ROOM POLICY (continued)

5. In order to provide fair and equitable access to the meeting rooms, the Board reserves the right to refuse permission to use the rooms more than once a month or on a regular basis.
6. All bookings will be on a first come, first served basis, subject to the Library's right to limit usage to permit more equitable use of the meeting rooms.
7. All bookings may be done annually for a period not to exceed 12 months.
8. Organizations given permission to use the Library building do so under the conditions specified by the Library Board. Such permits are not transferable. Violation of the policy may result in the permission being revoked at any time prior to the date of the event specified at the Director's discretion.
9. All applicable fees must be paid in advance.
10. If the Director or the Library Board has any questions about the organization, a representative of the organization may be required to attend a regular meeting of the Library Board to answer any questions. A group or organization applying for the use of the meeting room space may be required to have a representative attend a regular meeting of the Library Board.

B. RULES AND REGULATIONS

As per Section 414(2) of the NY State Education Law, the Board of Trustees does hereby establish the following terms and conditions for use of the Library's meeting rooms:

I. Hours Available and Fees

The rooms will be available as follows:

Monday, Tuesday, Thursday	9:00 am – 9:00 pm
Wednesday	10:00 am – 9:00 pm
Friday	9:00 am – 6:00 pm
Saturday	9:00 am – 5:00 pm (September – June)
Saturday	9:00 am – 1:00 pm (July and August)
Sunday	1:00 pm–5:00 pm (on the Sundays Library is open)

- a) Meetings may extend beyond 9pm on Monday through Thursday only. A fee of \$30.00 will be charged to cover costs for personnel and utilities. No meeting may extend beyond 10:00 pm.
- b) Meetings cannot be held on holidays the Library is closed. Meetings must end one half-hour before the scheduled closing time on Friday, Saturday, Sunday and Holidays the Library is open.
- c) A Set-up fee of \$30.00 will be charged if an organization wishes to alter the standard set-up of a room. The standard set-ups are: Tables and chairs for meeting rooms C and D, chairs only for meeting rooms A and B.

II. Conduct

In order that there shall be uniform conduct by the various groups, the Library Board hereby adopts the following rules and regulations:

MEETING ROOM POLICY

1. The organization may not charge an admission fee, nor may a collection be taken, nor donations solicited. The only exceptions are in the case of paid registration at programs held in cooperation with the Library or sponsored by the Library, or payment of fees for education courses sponsored by nonprofit organizations.
2. The organization may not sell any product or service may be sold, except in the case of payment for materials required for educational or group discussion use.
3. Deliveries of food and equipment are the responsibility of the group using the room. Library personnel will not accept or sign for such deliveries.
4. Library personnel will not assist organizations with registration, distribution of materials or give information regarding meetings, classes or entertainment offered by outside groups.
5. No printed material may be distributed on Library property without permission of the Library Director.
6. Light refreshments, excluding alcoholic beverages, may be served, but organization must provide all necessary serving equipment including plates and utensils.
7. The organization is responsible for cleanup after the program.
8. Organizations may use their own audio-visual equipment or may use the Library's A.V. equipment if a prior arrangement has been made on the application. The following equipment is available for use: TV, DVD player, VCR, CD player and pull down screen. A qualified operator of the organization must become familiar with the equipment prior to the meeting at which it is to be used by appointment during regular library hours. A trained library staff member shall assist in familiarization and operation of equipment, but will not be available for assistance during the scheduled meeting time. The Library reserves the right to deny a group the use of any audio/visual equipment if, in the opinion of the library representative, the user's representative is not qualified to operate such equipment.

9. Music will be permitted if it does not interfere with other persons using the Library.
10. All publicity (e.g. posters, brochures, throwaways, and radio or TV announcements) must carry the name of the organization sponsoring the meeting. The Library may not be identified as a sponsor.
11. Neither the name nor address of the Farmingdale Library may be used as the headquarters of the organization.
12. Youth organizations using the room must have at least one adult (21 or over) present for every 10 minors (under age 21).
13. If a meeting is canceled, the Library should be notified as far in advance as possible. Failure to notify the Library in a timely manner may result in loss of meeting room privileges.
14. The Library is not responsible for lost or stolen articles.
15. No program in the Library may be broadcast or televised without the Director's written permission.
16. Smoking is not permitted throughout the Library in accordance with state law.
17. As per the American's With Disabilities Act, if a hearing impaired person so requests at least one week before a meeting, the group or organization using the meeting room must provide a sign-language interpreter or arrange for the use of the Library's assistive listening devices. Assistive listening devices are available from the Library at no charge.

If a member of a group is handicapped or utilizes a wheelchair, the person booking the room must notify the custodian or cleaner on duty in order that arrangements can be made.
18. No group or organization using the meeting room will discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status. No organization fostering racial or religious intolerance shall be allowed to hold meetings in the Library.
19. The organization using the meeting room is responsible for any damages to the premises or its contents when such damage occurs as a result of the organization's use. The person reserving a meeting room must inspect the facility prior to the date or time of the meeting and report any damage to the Library staff immediately.

20. The Library assumes no responsibility whatever for personal injury to any member, affiliated person, guests, invitee or licensee of the using organization, its members, affiliated persons, guests, invitees or licensees. Each group or organization utilizing the meeting rooms hold harmless and indemnifies the Library for any and all liability, which arises out of the use of meeting rooms. Groups or organizations using the meeting rooms shall carry their own comprehensive general liability insurance policy naming the Farmingdale Public Library as an additional insured and providing protection at a minimum level of \$500,000 property damage and \$1,000,000 personal liability damage. A Certificate of Insurance must be submitted with the application for use of the Meeting Rooms.
21. No tacks, nails or scotch tape are to be placed on doors, walls or furniture.
22. The fact that an organization or group is permitted to meet at the Public Library does not, in any way, constitute an endorsement of the group's beliefs or policies.
23. The Library reserves the right to subdivide each meeting room for use by another organization if necessary.
24. No tipping of library employees is allowed.
25. Maximum occupancies of rooms as established by law will be strictly enforced.
26. Violation of any of the Library Board's regulations may be result in the loss of meeting room privileges.
27. Organizations may request storage space from the Library Director. Space will be allotted as possible. The following rules concerning storage shall apply:
 - a) Organizations must provide their own cabinets and same cannot exceed 8 feet in height, or 5 feet in width. Cabinets must be clearly marked with the name of the organization;
 - b) Cabinets can be locked. The Library will not be responsible for holding keys, nor for damage to or theft from said cabinets;
 - c) Perishable food cannot be stored in cabinets. Coffee, tea and sugar may be stored, but must be in sealable containers; and
 - d) The Library reserves the right to inspect the contents of cabinets.

III. Safety

In the event of a fire or emergency evacuation of the Library building the following must be observed:

- a) Organizations using the meeting rooms must notify the person in charge if someone in their group is handicapped or using a wheelchair.
- b) Organizations using the meeting rooms must have attendance lists to ensure that all attendees are accounted for.
- c) Organizations using the meeting rooms are responsible for announcing to the group the location of fire exits and the fire exit paths.

Revised: 9/09/02
Approved: 11/19/02

**FARMINGDALE PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING ROOM**

Date of Meeting: _____ Time From: _____ To: _____

INSTRUCTIONS:

1. Complete one application form for each date being requested. Application must bear original signature and will be rejected if not complete. The library will not be responsible for loss of date because of failure to complete form.
2. Please review the MEETING ROOM LAYOUT SHEET, on the reverse side of this application, illustrating the standard set up for the meeting rooms. Please select the type of set up required. If you require a different room set up than is indicated, it is necessary to submit a completed MEETING ROOM LAYOUT Sheet.

Name of Organization

Business Address Telephone

Name and Address of Chair/President Telephone

Purpose of Meeting: _____ Estimated Number of Attendance: _____

Literature to be distributed: No _____ Yes _____ (attach copy)

Set Up Required: No _____ Yes _____ If Yes, please select type of set up and/or complete Meeting Room Layout Sheet on reverse side and submit with this application.

Kitchen Facility Required: No _____ Yes _____

The _____ covenants and holds harmless the Farmingdale Public Library and its employees against any and all claims or suits which might arise out of the use of the premises of the Library. A current Certificate of Insurance is attached _____ or has previously been submitted _____ to the Library.

It is further understood that the _____ has read and agrees to abide by the rules and regulations as stipulated in the Farmingdale Public Library's Meeting Room policy.

In addition, as a safety measure, organization leaders will announce at all programs the location of the Fire/Emergency Paths and Exits, will provide the Library with complete attendance lists with handicapped attendees noted, and submit such lists at the time of the program to Library staff.

Agreed By: _____ Date _____

Signature

On Behalf of: _____

Name of organization

For Library Use Only

Approved: _____ Denied: _____ Library Director: _____ Date _____

Meeting Room _____

Date of Meeting _____

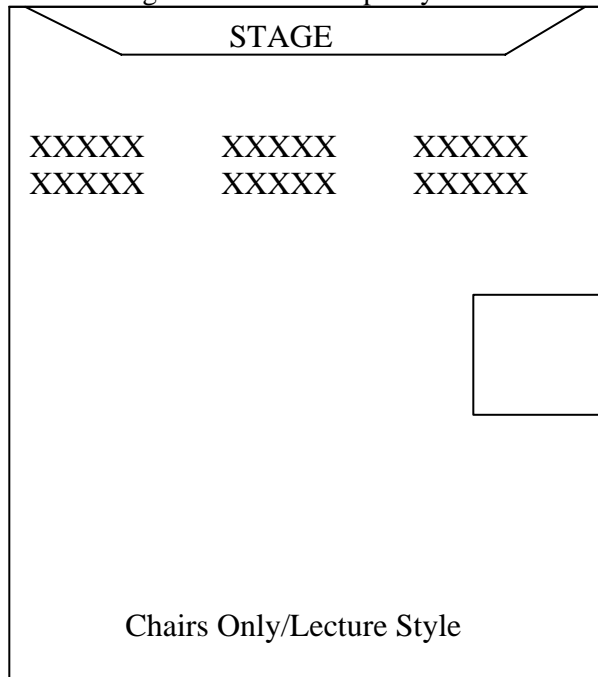
Meeting Room Layout Sheet

Organization: _____

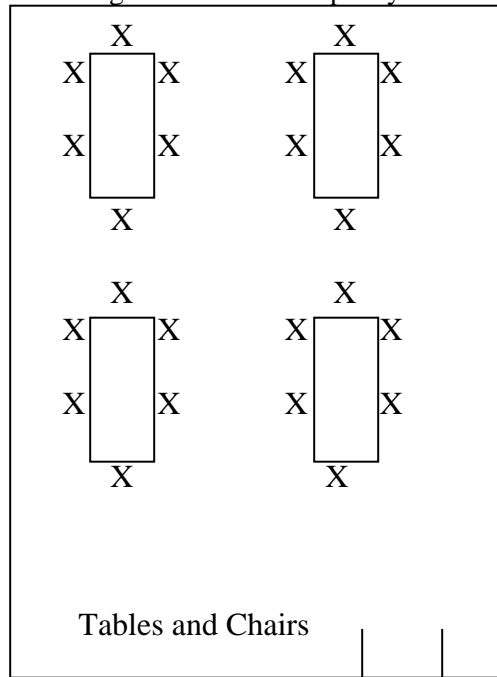
Anticipated Attendance: _____

Please Note: Please select the type of Standard Set Up for the Library meeting rooms as illustrated below. If you require a different set up you must pre-arrange with the library to Do-It-Yourself or Pay a Set up Fee of \$20.00 and illustrate the non-standard set up on the back of this sheet.

Meeting Room A/B Capacity 300
Meeting Room A or B Capacity 150



Meeting Room C/D Capacity 125
Meeting Room C or D Capacity 50



The _____ will set up and restore the meeting room to its original condition.

Tables required: _____ Chairs required: _____

The _____ wishes the Library to set up the meeting room and agrees to pay \$_____ as a set up fee. The required set up is illustrated on reverse of this form.

Signed: _____

Date: _____

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USE OF LIBRARY OFFICE EQUIPMENT

No organization or individual shall be allowed the use of library office equipment except authorized personnel.

Adopted: 1/14/97

