

RIVERHEAD FREE LIBRARY GENERAL POLICIES MANUAL

SUBJECT: MEETING ROOM USE

PURPOSE: The primary purpose of the Riverhead Free Library's meeting rooms is to serve as a venue for Library-sponsored services, programs and activities.

POLICY: Library activities receive first consideration and have priority over all other activities. The Library reserves the right to revoke a meeting room use permit to reschedule a meeting should there be a conflict with Library-related activities, or in the case of an emergency.

PROCEDURE:

- Permission to use Library meeting rooms may be granted to community groups and organizations whose aims are educational, cultural, political, religious, civic and/or charitable.
- Use of the Library's meeting rooms is subject to all applicable federal, state and local laws and regulations as well as policies promulgated by the Library Board of Trustees.
- Availability is determined solely by the Library. Such use shall be non-exclusive and open to the general public. Preference shall be given to district-based organizations and organizations whose membership is primarily comprised of Library District residents.
- The meeting rooms may not be used for religious instruction, for religious worship or for proselytizing. In addition, the meeting rooms may not be used for the advancement of commercial or profit-making enterprises.
- With the exception of Library events, no admission fees may be charged and no donations may be solicited, nor are any items to be sold. Use of the facilities will not be granted for fundraising purposes, except as may be permissible under law and with the explicit consent of the Library. Such permission shall be deemed extraordinary.
- Political organizations may use the meeting rooms, provided such meetings are in accordance with this paragraph and do not include fundraising. They may include meetings, discussion of issues, and candidate forums.
- The intent of the Riverhead Library, with regard to political organizations, is to allow use of its facilities as a forum of public debate on public policy, while prohibiting use of its facilities for purely partisan political purposes. Riverhead Library spaces are *limited public fora*, and as such, the Library prohibits the use of its facility spaces for partisan political candidates for office.
- Meetings/events at which candidates will discuss current ballot or election issues are permitted, provided the meeting/events are hosted by (room use application submitted by) a non-partisan, non-profit organization approved as such by the Riverhead Library and all candidate for the same office (or, in the case of a referendum, representatives of opposing views) have been invited to participate.
- Publicly-elected officials representing the Library District's residents, may apply for room use in order to meet with their constituents/the public as long as such meetings are not held during the three months precedent to an election date. Political campaigning for or against a political candidate running for office for his/her party or support group is also prohibited.
- The applicant must certify that meeting rooms shall be used for the specific activity stated on application and no other purpose. No activity may disrupt Library operations.

- The responsibility for the maintenance of public order is that of the applicant. Adequate responsible adult supervision shall be provided by the applicant. Groups whose membership includes minors must be supervised by responsible adults at a ratio to be determined by the Library Director.
- The Library Director or his/her designee is authorized to order the termination of any meeting or activity using Library facilities in violation of any law or use regulation. The determination of said official is final. The Library Director or his/her designee is authorized to call upon appropriate law enforcement officials to enforce such action, if circumstances warrant it. Further permission to use Library meeting rooms may be denied to any group that proves to be disorderly or violates any law or regulation.

Meeting rooms are available for use during regular service hours on the days that the Library is open. Meetings must terminate thirty (30) minutes prior to the closing of the Library. Meeting room users may request, in advance, use outside the Library's normal hours of operation. Should such permission be granted, the user will incur a charge of \$50 for each hour or fraction thereof that the user intends to use the meeting room. Checks payable to the Library for this use must accompany the application.

- Meeting rooms must be left in neat and orderly; the Library reserves the right to charge applicant for the cost of custodial staff overtime to clean the room(s) if necessary. Meeting room users may not remove or rearrange Library furniture or equipment.
- Use of Library facilities does not imply endorsement of an organization's beliefs or program. All publicity and/or media coverage for events in the Library must be approved by the Library Director before issuance or coverage. In all announcements or publicity relating to a meeting room event, the Library may only be mentioned as a location, not as a sponsor of an event or as the headquarters of an organization. Any literature or other items to be distributed at a meeting must be submitted to the Library Director at least 48 hours prior to intended distribution. If items intended for distribution are in violation of law or regulation, distribution of same is prohibited.
- Applicants requesting use of library facilities must execute a hold-harmless/ indemnification agreement in favor of the Riverhead Free Library, its Board of Trustees, and its employees from any liability or claim action or loss arising from the applicant's use of the meeting room to include the cost of legal fees and expenses incurred by the Library in connection with defending any claim arising from the applicant's use. The signature of the applicant on the meeting room use application indicates acceptance by the organization, group, or individual of the indemnification responsibility.
- The Library is not responsible for the safeguarding of any supplies, equipment, or other items owned by the user or by persons attending the user's activity. The Library will not store materials for any user. Items left in the Library will be considered abandoned property and will be disposed of in accordance with standard practice.
- Smoking and the use of alcoholic beverages are prohibited in the Library meeting rooms. Burning of any materials, including incense and candles, is prohibited.
- Applicants should not request use of the meeting room(s) more than twice per month. If demand for the Library's facilities compels it, this frequency of use may be reduced.

- Meeting room(s) cannot be booked more than 90 days in advance. Meeting room applications must be made at least one (1) week in advance of intended use, and must be approved by the Library Director or his/her designee. No application shall be considered officially approved until it has been signed by the Library Director or his/her designee and a signed copy has been returned to the applicant.
- Meeting room use applications are available on the website and at the Welcome Desk. Applications must be made in accordance with procedures developed by Library staff.
- Interpretations of and exceptions to this policy may be made at the discretion of the Library Director on behalf of the Board of Trustees. Any group denied use of a meeting room may appeal within ten days of denial, in writing, to the Board of Trustees, which will decide the matter at their next regularly scheduled meeting.

Room capacities are limited by order of the Fire Marshal. These are:

Room	Capacity	Set-up
Grand Room - Undivided	132	Lecture Style
Grand Room - Divided Front (Stage Room)	60	Lecture Style
Grand Room - Divided Front (Stage Room)	60	Open or Card Tables
Craft Room	32	Classroom Style
Writer's Cove	15	Card Tables
Computer Learning Lab		
Long Island Room		