

Meeting Room Policy

The primary purpose of the Amagansett Free Library Meeting Room is to serve as a venue for Library sponsored services, programs and activities. Library services, programs and activities shall have priority over all other activities.

Permission to use the Meeting Room may be granted to community groups, organizations, and individuals whose aims are cultural, educational, and/or civic. Use of the Meeting Room is subject to all applicable federal, state, and local laws and regulations, as well as policies promulgated by the Library's Board of Trustees. Preference shall be given to Library District based organizations, and organizations whose membership is primarily composed of Library District residents. Scheduling availability is to be solely determined by the Library. 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 services, programs, or activities; or in the case of an emergency.

All events in the Meeting Room shall be open to the general public.

The Meeting Room is not to be used for sectarian religious instruction or as a place of religious worship, except to the extent that non-secular subject matter is presented or discussed from a religious viewpoint as is judicially recognized as constitutionally protected free speech. Further, the Meeting Room may not be used by political parties or representatives of political agenda or candidacy. The room is not to be used for fundraising or the advancement of commercial or profit making enterprises; however, the sale of books, cassettes and other items is permitted for the benefit of the Library.

Application for use of the Meeting Room should be made in writing at least one week in advance, using the application form available at the office of the Library Director. The application must be signed by an adult Library District resident. Late applications will be considered on a case by case basis. No application shall be considered officially approved until it

is signed by the Library Director or other person designated by the Board of Trustees, and a copy returned to the applicant. By executing the application, the applicant agrees to the release of the applicant's name and telephone number to any person requesting information concerning an organization's activities or program.

Any applicant must be an officer of the requesting organization. The organization may be required to provide a copy of its bylaws, membership list, official statement of purpose, and affiliation with other organizations.

Use of the Library facilities shall not imply endorsement of the beliefs or program or an organization by the Library or anyone connected with the Library. The Library may only be mentioned as a location in all announcements or publicity relating to a Meeting Room event. The Library's telephone number may not be given to obtain information regarding a non-Library sponsored event. The Library assumes no responsibility for publicizing the event, but reserves the right to approve all publicity.

The applicant must certify that the Meeting Room shall be used only for the specific activity stated on the application and for no other purpose whatsoever. No activity may disrupt Library operations. Responsibility for the maintenance of public order and safety at a meeting is that of the applicant. Activities which include minors must be supervised by a minimum of two (2) responsible adults. Larger groups require a ratio of one (1) adult to ten (10) minors.

The Library Director, or designee, is authorized to order the termination of any meeting or activity making use of Library facilities if said activity is violating any law or use regulation. The determination by Library official is final.

The Meeting Room must be left in a neat and orderly fashion. If it is not, a written notice will be given to the applicant stating that a second offense will result in denial of further Meeting Room use. Special furniture arrangement is the responsibility of the applicant, who will also be responsible for either leaving it in place, or taking it down, as directed. No tape is to be used, nor

are nails, tacks or adhesives to be used on the Meeting Room walls.

Any damage to the Meeting Room or adjacent areas as a result of applicant's activities, will be repaired at applicant's expense, and will be considered grounds for withholding permission for future use.

Whenever the Library is used, there is the possibility that persons may be injured and may bring legal action against the Library Board of Trustees, library employees, and/or the contracting organization, group, or individual for personal liability. It is possible that organizations, groups, or individuals using the property may be sued for personal injury. Each organization, group or individual should, therefore, protect itself by having a temporary insurance policy insuring it against such legal action. The signature of the applicant on the Meeting Room use application is acknowledgment by the organization, group or individual that it recognizes this responsibility.

The applicant is to execute 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 Meeting Room to include the cost of legal fees and the costs or 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.

No admission fees may be charged.

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

There shall be no charge for Meeting Room use during the regular hours the Library is open. Use

outside the regular hours of operation will incur a charge of \$40 per hour or any fraction thereof that the applicant uses the Meeting Room. Under no circumstances will use be approved beyond two hours after the Library's regular closing hour.

Alcoholic beverages will not be served in the building or on the grounds; neither smoking nor gambling is permitted. Light refreshments may be served and must be provided by the group. If the Library's kitchen facilities are used, they must be cleaned by the organization.

Outside signs on Library property advertising an event shall be limited to the day of the event, subject to the approval of the Director, and shall be removed promptly after the event.

The number of persons in the Meeting Room shall not exceed 40.

Adopted: December 20, 2005