

Amagansett Free Library

Meeting Room Use Policy

The primary purpose of the Amagansett Free Library Community 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. Individuals, groups, or organizations within the Library District may apply to use the Library's Community Room following the guidelines in this policy.

I. Eligibility

- A. Permission to use the Community Room may be granted to community groups, organizations, and individuals whose aims are Library-connected, cultural, educational, and/or civic.
- B. Use of the Community 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.
- C. Preference shall be given to Library District based organizations, and organizations whose membership is primarily composed of Library District residents.
- D. No admission fees may be charged; no donations may be solicited or accepted, and no items may be sold.
- E. All events in the Community Room shall be open to the general public.
- F. A room use application (Application & Agreement for Use of Community Room) must be made by adults 18 or older who are Amagansett Library District residents. Organizations must designate a representative to read this policy and fill out the application. Organizations may be required to provide a copy of its bylaws, membership list, official statement of purpose, and affiliation with other organizations prior to consideration.
- G. Use of the Library facilities shall not imply endorsement of the beliefs or program of an organization by the Library or anyone connected with the Library.

II. Scheduling

- A. Scheduling availability is to be solely determined by the Library.
- B. The Library reserves the right to revoke or reschedule a Community Room meeting.
- C. There is no fee to book the Community Room.
- D. The Community Room is only eligible for use during the Library's normal business hours. A meeting and/or clean-up extending beyond business hours will incur a staffing charge of \$100 for each hour or fraction thereof and may result in a loss of Community Room privileges.
- E. Individuals, groups, or organizations seeking to meet at the Library on a monthly basis must submit a new application every 6 months. The Library is not obligated to hold a set date or time for any individual, group, or organization. The Community Room may be booked no more than 6 months in advance.
- F. Meetings must not extend past the approved time on the application, including clean-up time. All meetings and clean-up must end 15 minutes before the Library closes for the day. A meeting and/or clean-up extending beyond business hours will incur a staffing charge of \$100 for each hour or fraction thereof and may result in a loss of Community Room privileges.
- G. The total number of persons in the Community Room shall not exceed 40 for lecture style seating, or 20 with use of tables and chairs. This number is subject to change at the discretion of the Board of Trustees.

III. Applicant's Responsibilities

- A. Applications for use of the Community Room must be received in writing at least two weeks in advance, using the application form available on the Library website. Late applications will be considered on a case-by-case basis. All applications are subject to availability of the Community Room.
- B. 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.
- C. 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.

- D. The Community Room is not to be used as a place of worship. Further, the Community Room may not be used for organized political activities, such as uses 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.
- E. The applicant must certify that the Community Room shall be used only for the specific activity stated on the application and for no other purpose whatsoever.
- F. No activity may disrupt Library operations. Responsibility for the adherence to Library policies and 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.
- G. 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, or the safety of Library patrons and staff. The determination by Library officials is final.
- H. The signature of the applicant on the application is acceptance by the organization or individual 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 application's use of the facility, to include legal fees, costs, or expenses incurred by the Library in connection with defending any claim arising from the applicant's use.
- I. Each organization, group or individual is required to submit a liability Certificate of Insurance naming the Amagansett Free Library as additional insured (minimum \$1,000,000.00) prior to the program. Any waiver of this requirement must be approved beforehand by the Library Director.
- J. The signature of the applicant on the Application & Agreement for Use of

Community Room is acknowledgement that the organization or individual recognizes its responsibility for any legal action brought against the Library, Board of Trustees, or its employees for any injury incurred by persons attending the organization's program.

IV. Room Requirements

- A. The room shall be set up by Library personnel and prior notification of a minimum of 48 hours is required.
- B. No tape is to be used, nor are nails, tacks or adhesives to be used on the Community Room walls. Any damage to the Community 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.
- C. The Community 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 Community Room use, and they will be billed for any additional cleaning of the Room.
- D. Permission to use Library audio-visual equipment must be granted by the Library and must be operated by an organization representative who is appropriately trained and assumes responsibility for the equipment. Use of non-Library equipment must be approved by the Library.
- E. Pre-approved light refreshments may be served and must be provided by the group. No alcoholic beverages may be served. Neither smoking nor gambling is permitted.
- F. Due to space constraints, the Library will not store, receive, or accept shipments of materials for any applicant. Items left in the Library will be considered abandoned property and will be disposed of in accordance with standard practice.

V. Publicity

- A. The Library may only be mentioned as a location in all announcements or publicity relating to a Community Room event. The Library's telephone number, email, or website may not be given to obtain information regarding a non-Library

sponsored event. A phone number for the organization or its representative must be printed on all distributed literature about the program.

- B. The Library assumes no responsibility for publicizing the event, but reserves the right to approve all publicity. No publicity may imply endorsement of a non-sponsored event by the Library.
- C. Outside signs on Library property advertising an event shall be subject to prior approval of the Director, limited to the day of the event, and shall be removed promptly after the event.

Regular infractions of this policy will result in loss of Community Room privileges.

Adopted: December 20, 2005

Amended: August 28, 2015

Amended: September 25, 2015

Amended: July 28, 2023