MEETING ROOM POLICY

The primary and fundamental purpose of the Library's meeting facilities is to accommodate programming sponsored or co-sponsored by the Islip Public Library for community residents. Programming is offered for educational purposes and the enrichment of leisure time. Such programming is a critical component of the Library's overall service mission, and as such, must take priority over outside community programs and meetings.

Permission to use a Library meeting room may be granted to community groups and organizations whose aims are educational, cultural, civic, and/or charitable. Use of the Library's meeting room**(s)** shall be subject to all applicable laws and regulations as well as policies promulgated by the Library's Board of Trustees. Scheduling availability shall be solely determined by the Library. Use of rooms shall be limited to Library district-based organizations and organizations whose membership is primarily composed of Library district residents.

To ensure that library-sponsored programs can be scheduled in a timely and flexible manner, community organizations shall be limited to booking meeting room space three (3) months in advance for weekdays and two (2) months in advance for weekends. Additionally, community organizations and their satellites shall be limited to no more than two bookings per month.

The Library Board reserves the right to cancel a reservation at any time.

The Library has limited meeting space to accommodate both library-sponsored programming and community organizations. Therefore, organizations that cancel a reservation with less than one month's notice and/or that fail to appear as scheduled two times in any six-month period (separately or in combination) will be precluded from using library meeting space for a period of one year.

Attendance at meetings shall be limited to that number of persons lawfully permitted to assemble in the meeting room provided.

Non library-sponsored meetings shall be non-exclusive and open to the general public.

The room is not to be used for sectarian religious instruction or as a place of religious worship or to proselytize.

Political parties or representatives of political parties may not utilize the room when the purpose of such is to promote a political agenda.

The room shall not be utilized for the advancement of commercial or profit-making enterprises. No admission fees may be charged. Nothing may be sold, exhibited, or distributed. No donations or services may be solicited or accepted.

Application to use a Library meeting room must be made in writing on a Meeting Room Application at least three business days in advance of the intended use and must be made by a Library district resident. 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. Reservations for use of a meeting space will not be final until forms are received by the Library and are approved by the Library Director and/or her designee. In instances when forms are not submitted with the necessary notice as indicated above, the Library will not make meeting room accommodations.

Organizations requesting ongoing use of Library meeting space may be asked to submit a roster of their officers' names, addresses, and phone numbers to the Library annually.

Newly applying organizations may be asked to submit a roster of attendees, officers or membership to ensure that meeting attendees are primarily district residents.

Announcement of meetings in the Library must neither affirm, nor imply that the Library is sponsoring the meeting. Use of a Library meeting room does not mean endorsement of the beliefs or program of an organization by the Library or anyone connected with the Library. In any publicity or announcements relating to a meeting room event, the Library may only be mentioned as a location, not as the sponsor of any event or as the official address of an organization. The Library's telephone number may not be given to obtain further information regarding a non-Library sponsored event.

By making application for a meeting room, the applicant certifies that a meeting room shall be used only for the specific activity stated on the application and for no other purposes whatsoever.

The responsibility for the maintenance of public order and safety at a meeting is that of an applicant. Groups whose membership includes minors must be supervised by responsible adults in a ratio that is approved by the Library Director.

Alcoholic beverages are absolutely forbidden on Library premises. Light refreshments may be served in the Community Room provided a group has access to the undivided space or that side of the room that houses the kitchenette and provided the group cleans the kitchen area after its use. Food and beverages are prohibited in the Conference Room and Program Room.

Tables and chairs will be provided by the Library and will be set up by the Library staff.

Meeting rooms must be left in a neat and orderly condition.

The Islip Public Library assumes and shall bear no responsibility whatever for personal injury to any member, affiliated person, guest, or licensee of the using organization, its members, affiliated persons, guests, invitees, or licensees. The using organization and its members, jointly and severally, assume and shall bear full responsibility for loss of, or injury, or damage to, any property

of the Islip Public Library as shall be caused or inflicted by the using organization, its members, affiliated persons, guests, invitees, or licensees.

The Library is not responsible for any lost or stolen articles.

The applicant is to execute a hold-harmless/indemnification agreement in favor of the Library, its Board of Trustees, and its employees, securing the Library against any liability or claim action or loss arising from the applicant's use of the meeting room including 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 signature of the applicant on the meeting room use application is acceptance by the organization, group, or individual of the indemnification responsibility.

The Library does not provide storage space to any group using its facilities. Items left in the Library will be considered abandoned property and shall be disposed of.

All meetings shall conclude and disperse by the Library's closing time on any given day.

While in a meeting space, members, guests, invitees, and affiliated persons of any using organization must abide by any existing rules enacted by the Library, County, State and/or Health Department pertaining to social distancing and/or the wearing of facial coverings.

The Library Director, or designee, is authorized to order the termination of any meeting or activity that is in violation of any law or use regulation. The determination by said Library official is final. Further permission to use the meeting room may be denied to any group that proves to be disorderly or which violates any law or Library regulation.

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