

South Country Library
Meeting Room Application

Approved by Board of Trustees on 11-17-22

Instructions: Please complete and sign this application after reading the attached **Meeting Room Policy**. Your signature commits the organization to abide by the Meeting Room Policy. This application should be submitted at least 7 days prior to the requested meeting date. The Library will attempt to accommodate requests with less notice, but cannot guarantee such. Rooms cannot be requested more than 1 month in advance and room use is limited to once per month.

DATE of APPLICATION: _____

PART 1: Organization/Applicant Information	
Name of the Organization	
Address of Organization	
Phone# of Organization	
Purpose of Organization	
Representative Applying on Behalf of Organization	
Representative's Address	
Representative's Phone#	
If members of the public want to contact the organization for further information, what phone number can we give them?	

PART 2: Meeting Information	
What date would you like to meet?	
What time would the meeting begin & end? <i>Meeting Rooms must be vacated by 8:30 PM on weeknights and by 4:30 PM on weekends.</i>	From: To:
How many people do you expect to attend the meeting?	
What is the purpose and main topic of the meeting? What types of activities are expected to occur?	
Name of the Speaker (if applicable):	

PART 3: Room Setup (*for downstairs rooms only*)

There are two downstairs rooms, Room A & Room B which can be joined to form one large room. The maximum capacity for the combined rooms is 86 individuals seated in rows. Room A holds 42 and Room B holds 44.

How many chairs will be needed?	
How should the chairs be arranged? In rows or at tables?	<input type="checkbox"/> ROWS <input type="checkbox"/> TABLES
Do you require tables for display, materials, etc.?	<input type="checkbox"/> YES (If yes, how many? _____) <input type="checkbox"/> NO
Are you serving refreshments?	<input type="checkbox"/> YES (if yes, what will you be serving?) _____ <input type="checkbox"/> NO
Will the organization/speaker require use of Library tech/AV equipment? (projector, screen, audio equipment, dvd player)	<input type="checkbox"/> YES (If yes, what equipment?) _____ <input type="checkbox"/> NO
Please mark the box next to any other Library-owned items you may need	<input type="checkbox"/> Lectern/ Podium <input type="checkbox"/> Blackboard/ Dry-erase board <input type="checkbox"/> Piano <input type="checkbox"/> Other: _____

PART 5: APPLICANT AGREEMENT & SIGNATURE

In consideration of the use of South Country Library meeting-room facilities, the applicant/organization/group agrees to the following:

1. It will pay for all damage to any property of the South Country Library resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or group, or any of its invitees.
2. It should protect itself from legal action by having a temporary insurance policy which names the library as an additional insured.
3. It will hold harmless and indemnify the South Country Library, its agents, employees, volunteers, and trustees, from any and all liability which may be imposed upon the Library, for any loss, injury or damage to persons or property arising from the use of Library facilities by the organization or group or any other person in connection with the program, and will provide reasonable attorney's fees for the defense of any claims and/or actions brought against them.
4. It agrees to fully abide by all tenets of the South Country Library Meeting Room Policy.

We have read and agree to abide by all terms contained in this agreement governing the use of Library meeting room(s).

Date _____

Organization or Group: _____

Signature of Authorized Representative: _____

-----**LIBRARY USE ONLY**-----
 Approved Disapproved

Signature of Director or Designee _____

Date: _____

LIBRARY MEETING ROOM USE

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The South Country Library's meeting rooms are operated to meet the informational, civic, cultural and recreational needs of Library district residents. Whenever possible, the rooms may be used by community groups and not-for-profit organizations, subject to the guidelines described below. Preference shall be given to Library district based organizations and organizations whose membership is primarily composed of Library district residents. While the Library welcomes all such groups, its own programs and events take precedence over other activities.

Use of the Library's facility is subject to all applicable federal, state and local laws and regulations as well as policies set forth by the Library Board of Trustees including the following:

- No smoking or alcoholic beverages on Library premises
- No admission fees may be charged
- No donations may be solicited; no items can be sold or raffled

The Library facilities may not be used for:

- Religious place of worship
- The advancement or support of partisan political agendas or candidates for office
- The advancement of commercial or profit-making enterprises
- Fundraising
- Private events

The Library reserves the right to cancel any scheduled meeting in the event of a scheduling conflict, the facility be needed for a library sponsored program or activity, or in case of severe weather or other type of emergency. In inclement weather, call 631-286-0818 the day of your meeting to see if the Library will be open.

All meetings or events at the Library are non-exclusive and open to the general public. The Library retains the right to monitor all meetings conducted on the premises.

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

Violation of any provision of the Library room policy may result in the cancellation of a scheduled meeting and/or revocation of the ability to book future meetings at the Library.

Organization's Responsibilities

1. Applications, which may be completed online or in-person, are to be submitted at least 7 days prior to the requested meeting date. The Library will attempt to accommodate requests with less notice, but cannot guarantee such. Rooms cannot be requested more than 1 month in advance.
2. Room use is limited to once per month.
3. The organization must designate a representative who will complete the application and agree to the meeting room policy. By completing the form, the applicant agrees to abide by Library policy, to use the premises *only for the stated purpose*, and to authorize the release of the representative's name and telephone number to any person inquiring about the program.
4. Use of the Library's facility for a public meeting in no way implies that the Library endorses any organization's beliefs or the content presented by anyone in attendance. In any publicity or media coverage for the organization's program, it must be clear that the Library is merely the location of the program, not its sponsor. The organization must adhere to the agreement that all inquiries about the program will be

directed to the designated representative and that that representative's contact information is clearly printed on any publicity material.

5. A group or organization using the Library meeting rooms should protect itself from legal action by having a temporary insurance policy which names the library as an additional insured.
6. The signature of the applicant's representative on the application form is acceptance by the organization 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 applicant's use of the facility to include the cost of legal fees, costs, or expenses incurred by the Library in connection with defending any claim arising from the applicant's use.
7. The Library assumes no responsibility or liability for any organization's equipment, supplies or materials on the premises.
8. The organization assumes all responsibility for maintenance of public order and safety.
9. Minors attending an organization's program must be supervised by responsible adults at all times. Programs involving minors must have an adult sponsor present at all times.
10. If a meeting is cancelled, the Library must be notified as soon as possible and the organization is responsible for notifying attendees.

Room Requirements

1. All meeting rooms must be vacated *promptly* at the end-time stated on the organization's application.
2. The meeting room must be left in a neat and orderly fashion including the removal of any trash.
3. The maximum occupancy of the downstairs meeting rooms is 86 people (Room A – 42 individuals; Room B – 44 individuals). No group will be permitted an attendance greater than the prescribed limitations.
4. No meeting or program in the Library may be broadcast or televised without obtaining the Library's permission beforehand.
5. The Library cannot safe-keep or store material for organizations using its facilities.
6. No nails, staples, adhesive tape or tacks may be used on the walls of the Library. Decorations, scenery, or signs are not permitted. No electrical equipment other than standard audio-visual presentation equipment may be used in Library rooms.
7. Refreshments, if served, must be provided by the group and must be limited to finger food. The Library kitchenette may not be used for cooking, heating, or food preparation.
8. Please note that other meetings, programs or activities may be occurring simultaneously in adjacent areas and therefore the Library cannot guarantee a noiseless environment for any organization's meetings.
9. Library personnel and members of the public must have free access to the meeting room at all times.