

LIBRARY MEETING ROOM POLICY

Approved by Board of Trustees on 11-17-22; Rev. 2-19-26

The South Country Library's meeting rooms are operated to meet the informational, civic, cultural and recreational needs of Library district residents. When available, the rooms may be used by community members with a South Country Library card in good standing, and community civic groups and not-for-profit organizations who provide information, services or programs that directly impact or benefit the residents of the South Country district. While the Library welcomes such groups, its own programs and events take precedence over other activities. Room use is subject to the guidelines described below.

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 food may be served
- 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 support of political candidates for office or any form of partisan political agendas*
- 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 Library Administration retains the right to cancel any meeting if the Library has reasonable cause to believe that the meeting will lead to damage or destruction of Library property, or injury to people on Library premises. 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.

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.

*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 six months prior to an election date.

Organization's Responsibilities

1. Applications (online or in-person), should be submitted at least 7 days prior to the meeting date. Rooms cannot be requested more than 1 month in advance. Room use is limited to once per month.
2. 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 or opinions 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 and that all inquiries are to be made to the organization, not the Library.
3. 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.
4. The organization assumes all responsibility for maintenance of public order and safety.
5. Attending minors must be supervised by adults at all times.
6. 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. 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.
2. All meeting rooms must be vacated *promptly* at the end-time stated on the application.
3. The meeting room must be left in a neat and orderly fashion including the removal of any trash. If an applicant's event will involve any arts/crafts (paint, glitter, etc), the applicant is responsible for bringing protective paper for the library's tables.
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.
7. Library personnel and members of the public must have free access to the meeting room at all times.