

North Babylon Public Library's Meeting Room Regulations

The North Babylon Public Library welcomes the use of its meeting room by responsible individuals, organizations and groups. A major goal of the library is to meet the informational, cultural, educational, civic and recreational needs of its community. The meeting room is made available to accomplish this goal.

Library programs and the Library's use of the meeting room receive first consideration and have priority over all others. Meetings may be cancelled, postponed or rescheduled based on the Library's needs. Library usage will take precedence over other use.

The use of the meeting room for public gatherings will be granted to non-profit and/or community organizations for holding educational, social, civic, intellectual, charitable and recreational meetings and entertainment, and other uses pertaining to the welfare of the community. Such uses shall be non-exclusive and shall be open to the general public. Anyone may sit in on any meeting.

The meeting room is available during regular Library hours. Meetings may not extend beyond Library closing. No one may enter the Library prior to opening.

The Fire Marshal has limited the capacity of the meeting room to 49 people. The meeting room is located in the basement of the Library; access is via stairwell.

No refreshments, food or drink may be served. No kitchen facilities are available. Smoking is not permitted in the meeting room, or any other location within the Library building. Alcoholic beverages are not permitted in the Library. Lighted candles or open flames are prohibited. The meeting room must be left in a neat and orderly condition. Nothing may be attached to the walls, ceiling, floor, furniture, equipment or doors.

A responsible adult must supervise groups comprised of members under the age of 18. Excessive noise or the use of hazardous materials is prohibited. Meetings must not disrupt or interfere with normal operations of the Library.

The meeting room will not be available on any day or time the Library is scheduled to be closed or at any time that the custodial staff is not on duty, except by special approval by the Library Director and/or the Board of Trustees. An unexpected closure will render the meeting room unavailable (i.e., snow closing, etc.). The Library accepts no responsibility to applicants or organizations for unexpected closings.

The meeting room may not be used for any commercial purposes. No goods or services may be promoted, sold, or exchanged on the premises including by sample, pictures, descriptions, etc. The room is not to be used for the advancement of commercial or profit making enterprises.

The meeting room is not to be used for sectarian religious instruction or as a place of religious worship or to proselytize. The room may not be used by political parties or representatives of political parties when the purpose of such is to promote a political agenda.

The Library does not advocate or endorse the viewpoints of any applicant or organization approved to use the meeting room.

Applicants and organizations must agree to provide any reasonable accommodations requested in accordance with the Americans with Disabilities Act. Applicants and organizations must not violate non-discrimination laws. The use of videotape, DVD, computer programs, etc., must not violate copyright law.

No applicant or organization may consider the library its permanent meeting place or use the library as its mailing address or use the library phone number on behalf of applicants or organizations using the meeting room. Library staff will not take or deliver messages for meeting participants. Groups approved for use of the meeting room must not use advertising or publicity which implies Library sponsorship. A copy of any proposed publicity must be filed with the meeting room application.

No admission fees may be charged, no donations may be solicited or accepted; no items may be sold, unless specifically approved, in writing, in advance, by the Board of Trustees. If approved, the proceeds are to be expended for an educational or charitable purpose. If money or goods are expected to change hands, the written consent of the Board of Trustees must be obtained, in writing, in advance, prior to scheduling, advertising, or holding such a meeting. Such permission shall be deemed extraordinary. Books may be sold at author/illustrator Library-sponsored events.

Whenever the meeting room is used, there is the possibility that persons may be injured and bring legal action against the sponsoring applicant or organization, the Library Board of Trustees, Library employees and/or the contracting applicant, group or organization, for personal liability. Each applicant or organization must protect itself by having a temporary insurance policy in effect, protecting it against such legal action, on file at the Library. The signature on the application is acknowledgement by the applicant or organization that it recognizes this responsibility. A written certificate of insurance naming the library as an additional insured is required for approval prior to use of the meeting room.

The Library's Board of Trustees reviews and approves applications for use of the meeting room at its monthly Board meetings, providing such applications fall within the Library's regulations. A completed application; signed hold-harmless/indemnification agreement in favor of the Library, its Board of Trustees and employees from any liability or claim action; and a certificate of insurance are required before a final approval for meeting room use is granted. Provisional approval may be granted, pending receipt of complete appropriate paperwork. For groups requesting continuous use of the meeting room, a new application must be submitted prior to the end of each quarter. Reservations for the meeting room may not be made more than three (3) months in advance.

The meeting room may not be used for any activity other than the activity described in the application, without consent, in writing, in advance, by the Board of Trustees.

The applicant or organization using the meeting room assumes full responsibility for the preservation of order and safety in the room and liability for damage to or loss of library property as a result of the use of the Library's meeting room. The Library is not responsible for supplies, equipment, personal belongings, or other items owned or supplied by the applicant or organization or by persons attending the applicant or organization's activity, and used in the library. Users of the meeting room must bring their own supplies. Storage of personal property, supplies and/or equipment is not permitted in the Library. The Library does not provide assistance in carrying supplies, equipment and/or materials into the meeting room.

Approval to use the meeting room is not transferable. An applicant or organization authorized to use the meeting room may not use the meeting room to host an activity sponsored by another group or agency.

By requesting to use the meeting room, an applicant or organization acknowledges its willingness to be addressed at sometime during its meeting by a library staff member.

Any change in time, date, or cancellation of an activity is to be reported to the Library Director, with 24 hours advance notice, at (631) 669 - 4020, followed up in writing. Failure to notify a cancellation may result in denial of future requests for use of the meeting room.

The Library Board of Trustees reserves the right to refuse an application, revoke a meeting room use approval, reschedule a meeting should there be a conflict with Library related services or programs or in the case of an emergency, or to cancel any reservation at its discretion. The Library Director, or designee, may deny permission to use the meeting room to any applicant or organization for violation of these rules. The Library Director, or designee, is authorized to order the termination of any meeting room use in violation of any law or use regulation. The determination by said Library official is final. The Library Director, or designee, is authorized to call upon appropriate law enforcement agencies to enforce such action if, in the opinion of the Library official, circumstances warrant such an action.

Fees for use of the meeting room are not routinely charged. Fees may be charged in instances where approval for use of the meeting room is made at a time that the custodial staff is not normally on duty or to make reparations.

Any request for use of the meeting room that would require an increase in security, either within the Library or within the local community will not be approved, or if approved, approval will be rescinded.

Failure to comply with the policies set forth by the Board of Trustees may result in denial of future use of the meeting room. The final and sole interpretation of the policy rests with the Library's Board of Trustees. Implementation and enforcement are delegated to the Library Director.

Approved by the Board of Trustees, June 18, 2002
Updated by the Board of Trustees, March 18, 2008

North Babylon Public Library
815 Deer Park Avenue
North Babylon, New York 11703-3812

Hold Harmless/Indemnification Agreement

_____ covenants and agrees that
(Applicant's or organization's name)

the premises known and designated as the Meeting Room are being used and/or utilized for their sole benefit and, being fully apprised of their rights and duties concerning the use of said premises, hereby covenant, waive, release and hold harmless forever the North Babylon Public Library (hereinafter referred to as "Library"), its agents, servants and/or employees from any and all claims and losses arising from the use and/or occupancy of said Library facility. We have been advised in writing of our rights and duties regarding our use and/or occupation of said premises and we hereby agree to be bound, our heirs, executors, administrators and/or successors to its terms and conditions, heretofore stated. This agreement is not being executed as a result of duress, undue influence, or misrepresentation on the part of the Library or its agents, employees, servants, or anyone acting on its behalf, its assigns or successors.

Signature of applicant

Date

Application for Meeting Room Use
North Babylon Public Library
(Use additional paper if necessary)

Name of Organization: _____ Date: _____

Meeting date(s) requested: _____ Hours: _____

Type of Activity: _____ Number of People: _____

Does your organization meet the requirements for use of the Meeting Room listed in the "North Babylon Public Library's Meeting Room Regulations"? _____

State background and purpose of your organization: _____

Is your organization affiliated with a commercial, political or religious organization? _____ If yes, please describe affiliation _____

Describe activity and purpose of meeting: _____

What percentage of your membership lives in North Babylon? _____%

How many of your officers/leaders live in North Babylon? _____

Applicant's Library Card Number: 2 2210 000 _____ Exp. Date: _____

The Board of Trustees will consider this application at its next meeting following the date of the application. The Board of Trustees may require additional information before action is taken.

Check room arrangement desired:	Do you wish to use:
____ Speaker's table and chairs	____ Overhead projector
____ Lectern and chairs	____ Computer projector
____ Chairs for film showing	____ 16mm projector
____ Conference table and chairs	____ Other: _____

I have read and I agree to adhere to the rules and regulations. It is understood that my organization will be responsible for any and all damage resulting from misuse of the facilities, furnishings or equipment and will supply the Library with a temporary certificate of insurance naming the Library as an additional insured on their insurance policy.

Signature of Applicant

Title in Organization

Address of Applicant

City, State, Zip

Telephone Number

Insurance Certificate on File