

USE OF LIBRARY MEETING ROOMS

1. Object

The Smithtown Library provides meeting rooms for use by nonprofit organizations and community groups within its chartered service area regardless of the beliefs or affiliations of their members.

2. Restrictions

Each applicant requesting use of the meeting room must observe the regulations set forth hereinafter:

- a. Admission fees may not be charged, nor may a collection or donation be solicited or taken during the meeting.
- b. Products and/or services may not be sold or advertised, except in the case of payment for materials required for educational or group discussion use.
- c. No printed materials may be distributed on Library property.
- d. Applicants requiring audiovisual equipment must make their own arrangements for all such equipment.
- e. All publicity must carry the name of the applicant sponsoring the meeting. The Library may not be identified as sponsor.
- f. Neither the name nor the address of the Library may be used as the official address or headquarters of the applicant.
- g. Youth organizations using meeting rooms must have at least one adult (21 or over) present at all times.
- h. If a meeting is cancelled, the Library must be notified as soon as possible regarding such a cancellation.
- i. No meeting or program in the Library may be broadcast or televised without the Library's permission.
- j. Meetings may not be scheduled during hours the Library is not open to the public. All meetings must end by the time the Library closes. A \$20.00 custodial service fee per hour will be charged for meetings that extend beyond closing time.
- k. If a hearing-impaired person so requests at least one week before a meeting, the applicant using the meeting room must provide a sign-language interpreter.

3. Liability

- a. The applicant shall bear full responsibility for loss of, or injury or damage to, any property of the Library as may be caused or inflicted by the applicant and/or affiliated persons, guests, or invitees.
- b. The Library is not responsible for the safekeeping of any supplies, equipment, or other items brought by the applicant or by persons attending the meeting.

4. Library Sponsored Programs

- a. Library-sponsored programs will be given preference for use of the meeting rooms.
- b. The Library reserves the right to revoke its permission for an applicant to use a meeting room should there be a conflict with Library related services, programs, or activities, or in the case of an emergency.

5. Reservations

Requests for use of the meeting rooms must be in writing and submitted to the Library as much in advance as possible on a form prescribed by the Library Director.