

## Meeting Room Guidelines

The meeting room(s) use are limited primarily to those not-for-profit groups and organizations which are based within the Library District, except with the specific prior approval of the Board.

Permission to use the meeting room will only be granted to groups and organizations who agree to limit attendance to the amount for which each meeting room is rated.

The meeting rooms are meant to be used when the Library is open during normal hours. There will be an hourly fee for activities that continue after normal closing hours.

An **Application for Use of Meeting Room Facilities** must be submitted to the Director for approval.

The responsible individual must agree to ensure that the room is left in the same condition in which it is found, including the removal of all trash and the rearrangement of the furniture.

The organization should be prepared to provide equipment necessary for the scheduled program. However, at the Director's discretion, organizations may be permitted to use the Library's equipment.

No general admission fee may be charged for any meeting or program held in the meeting room.

No buying or selling of products or services is permitted on Library property, except in support of the Library.

Programs involving minors must have an adult sponsor present at all times.

Patrons who bring children to meetings must abide by the Library's Unattended Child Policy as well as the Library Conduct Policy.

Except as a designation of meeting location, the name and address of the Cutchogue - New Suffolk Free Library may not be used as the address of any organization.

Library personnel must have free access to the meeting room at all times.

The Library retains the right to monitor all meetings conducted on the premises.

# Cutchogue - New Suffolk Free Library

## Application For Use of Meeting Room

Library sponsored programs receive first consideration in scheduling the use of meeting room(s). The fact that an organization is permitted to meet in this Library does not in any way constitute an endorsement of the organization's policies or belief by the Library Board and Staff. The Library Director has the right to request additional information concerning the nature of the organization and the program before granting approval. Permission to use meeting-room facilities is determined according to the regulations printed in the Library Policy Manual.

We request use of the \_\_\_\_\_ Community Rm \_\_\_\_\_ Study Room \_\_\_\_\_ 1st Floor Program for the following:

Date(s) \_\_\_\_\_ and Time(s): \_\_\_\_\_

Organization or Group Name: \_\_\_\_\_

Location or Address: \_\_\_\_\_

Name of person making application: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Nature or Purpose of Program: \_\_\_\_\_

Anticipated size of Group: \_\_\_\_\_

- In consideration of the use of meeting-room facilities, each organization or group agrees that it will pay for all damage to any property of the Cutchogue-New Suffolk 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, and that it will save harmless and indemnify the Cutchogue-New Suffolk Library from any and all liability which may be imposed upon the Library, for any injury to persons or property caused by the organization or group or any other person in connection with the program.
- It is understood that the Cutchogue-New Suffolk Library assumes no responsibility whatever for any property placed in the Library in connection with the program, and that the Cutchogue-New Suffolk Library is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained during, or by reason of, a program held on the Library's premises.

We have read and agree to abide by the regulations governing the use of meeting room(s).

Organization or Group: \_\_\_\_\_

Signature of Authorized Officer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Accepted for the Library: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_