

SOUTH HUNTINGTON PUBLIC LIBRARY
145 Pidgeon Hill Road
Huntington Station, NY 11746
REGULATIONS FOR USE OF LIBRARY FACILITIES
(Approved 01/19/16)

1. The primary purpose of the Library's meeting rooms is to serve as a venue for Library-sponsored services, programs, and events. Library-sponsored activities shall have priority over all other activities. The Library reserves the right to revoke a meeting room use permit or to reschedule a non-Library sponsored activity should there be a conflict with Library related services, programs or events; or in case of emergency.
2. Permission to use the Library's meeting rooms may be granted to community groups and organizations whose aims advance the Library's mission to provide opportunities for improved quality of life to the diverse population of the South Huntington UFSD (#13) through free and open access to information promoting literacy, education, enlightenment and entertainment.
3. A community organization is defined as one that can demonstrate that 51% of its members live in the South Huntington UFSD (#13). At the discretion of the Director, the Library may grant permission to community organizations whose officers may not be residents or taxpayers. If the applicant is not a resident or a taxpayer, an adult resident sponsor must also sign the petition.
4. All meetings shall be non-exclusive and open to the general public.
5. Application to use the Library's meeting rooms must be made in writing by an adult (21 years of age or older) on the form provided for this purpose at least two weeks in advance of the intended use. The individual requesting use of the meeting room shall be a resident or taxpayer of South Huntington UFSD (#13), and an officer or an adult advisor of the applicant group. No application shall be considered officially approved until it is signed by the Library Director, or designee, and returned to the applicant. Signed applications may be faxed to 631-547-6912. □
6. By executing the application, the applicant agrees to the release of the applicant's name and the telephone number specified by the applicant on the application to any person requesting information concerning the organization's activities or program. □
7. The applicant must certify that the meeting room shall be used only for the specific activity as described on the application and for no other purpose whatsoever. No activity may disrupt Library operations.
8. Use of a meeting room is limited to once per month. Applications for use of the Library's meeting rooms are considered on a first-come, first-served basis. The Library makes every attempt to accommodate requests for monthly or otherwise "regular" meetings; however, there is no guarantee that individuals/community groups will receive such. □
9. Reservations for the use of a Library meeting room by community organizations will be made no more than six (6) months in advance. Applications for the use of a meeting room for the period of January through June may be submitted to the Director's office beginning November 1st. Applications for the period July through December 30th may be submitted beginning May 1. □
10. Community organizations and Civic Associations that serve residents of South Huntington UFSD (#13) will be scheduled to use meeting rooms during the first two weeks of each month if space is available. □
11. Use of the Library's meeting rooms is subject to all applicable federal, state and local laws and regulations, as well as policies promulgated by the Library Board of Trustees. Occupancy limitations set by the fire department must be strictly adhered to. □
12. No donations may be solicited or accepted, nor may any items be sold without permission from the Library Director. No admission fee shall be charged except for certain Library-sponsored functions or other functions approved by the Library's Board of Trustees. □
13. The meeting rooms are not to be utilized for the advancement of commercial or-for-profit enterprises. □

14. Scheduling availability is to be solely determined by the Library. Meeting rooms are available only during hours when the Library is open to the public.
15. Use of a Library meeting room does not imply endorsement of the beliefs or the specific program of an organization by the Library or anyone connected with the Library.
16. All publicity and/or media coverage for events in the Library, whatever the source, must be approved by the Library Director prior to the issuance or coverage. The Library may only be mentioned as a location, not as the sponsor of an event, nor as the headquarters of an organization, in all announcements or publicity relating to the event. The Library's telephone number may not be given to obtain further information regarding a non-Library-sponsored event. Any literature or other items to be distributed at a meeting must be submitted to the Library Director at least 48 hours prior to intended distribution.
17. The responsibility for the maintenance of public order and safety at a meeting is that of the applicant. Any damages incurred are the responsibility of the applicant. When the meeting is for minors, application must be made by an adult 21 years of age or older who will be present at the meeting, responsible for supervising the group, and held responsible for any damages incurred. Teen-age and children's groups must be supervised by responsible adults at a ratio to be determined by the Library Director.
18. The Library may grant permission for the use of Library-owned media equipment if such equipment is available; however, such equipment must be requested a minimum of 48 hours prior to the approved event.
19. The Library Director, or designee, is authorized to order the termination of any meeting or activity making use of Library facilities in violation of any law or use regulation. The determination by said 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. Further permission to use the meeting room may be denied to any group which proves to be disorderly or which violates any law or regulation.
20. Requests to serve food must be approved in advance by the Library Director or designee.
21. Smoking or other uses of tobacco, including electronic nicotine delivery systems (i.e., e-cigarettes) is prohibited in the building and on Library grounds. No alcoholic beverages are to be brought in and/or consumed in the Library building or on the Library grounds.
22. Meeting rooms must be left in a neat and orderly condition. If this condition is not met, the applicant will be charged an amount equal to one hour of staff overtime for each hour needed to clean up. Further use of the meeting room will be denied until the Library is paid.
23. Personal Liability - Groups that carry insurance are required to provide a Certificate of Insurance to the Library along with their application for use of the meeting room. Other groups are urged, for their own protection, to obtain temporary insurance policies against liability for property/personal damage resulting from their use of the meeting room. Inability to obtain insurance, or the lack of insurance, will not be the basis for denying a group's application for meeting room use.
24. Indemnification - Signature of the applicant on the Application for Use of meeting room is acknowledgement by the organization, group or individual, that it recognizes and executes the following Hold Harmless provision as indicated below:
25. **HOLD HARMLESS:** To the fullest extent permitted by law, the applicant approved for use of Library meeting room facilities will Indemnify and Hold Harmless the South Huntington Public Library, its staff, agents and trustees, from and against any and all claims, suits, judgments, damages, losses and expenses, including legal fees and all court costs and liability, arising in whole or in part, and in any manner from injury and/or death of person or damage to or loss of property resulting from the acts, omissions or conduct of the applicant using any Library meeting room facility.
26. Additional stipulations may be imposed by the Library as may be deemed necessary. Final decision on the use of the meeting room shall be made by the Board of Trustees. The final and sole interpretation of this policy rests with the Library Board of Trustees. Implementation and enforcement are delegated to the Library Director.