

West Islip Public Library

Meeting Room Policy:

with Rules and Regulations Governing Use of Meeting Rooms

Statement of Policy

The primary purpose of the West Islip Public Library's meeting rooms is to serve as a venue for Library sponsored services, programs and activities. Library programming is considered a critical component of the Library's Plan of Service. Activities sponsored or co-sponsored by the Library receive first consideration and have priority over all community sponsored activities. Library sponsored events may supersede any other scheduled meeting.

Permission to use the Library's meeting rooms may be granted to community groups and organizations for meetings and public gatherings of a civic, cultural, charitable or educational character provided they do not interfere with normal library operations.

The meeting rooms are not available for social affairs, commercial or profit-making enterprises. The room may not be utilized by political parties or representatives of political parties when the purpose of such is to promote a political agenda. Use of the meeting room does not imply endorsement by the Library of the group using it, or the program presented.

Final interpretation of this policy rests with the Board of Trustees of the West Islip Public Library and its implementation is to be the responsibility of the Library Director. The Library reserves the right to cancel a reservation or revoke meeting room privileges at any time. Additional stipulations may be imposed by the Library as may be deemed necessary.

Meeting Room Rules and Regulations:

1. Meeting Room Request Application must be made by a West Islip School District Resident.
2. All meetings shall be non-exclusive and shall be open to the general public.
3. All state and local regulations affecting the use of public buildings must be complied with at all times.
4. Announcements of meetings may only state the Library as a location of meeting, and must neither affirm nor imply that the library is sponsoring the meeting. The Library may not be used as an address for the organization, and the library's telephone number is not to be given as a source to obtain more information about a non-library sponsored event.
5. The applicant must certify that the meeting room shall be used only for the specific activity stated on the application and for no other purposes whatsoever.

6. The applicant or organization using the library's facilities assumes full responsibility for the preservation of order and safety in the meeting and liability for damage to or loss of library property as a result of the meeting. The applicant, and the group, will be financially accountable for any damage or loss that may occur from the use of the meeting rooms.
7. The room must be left in a neat and orderly condition. If not, further use of the facility may be denied.
8. Smoking is not permitted in any area of the Library.
9. The library is not responsible for property or individuals or organizations that is used or left on the premises
10. Groups whose membership includes minors must be supervised by a responsible adult in a ratio that is approved by the Library Director.
11. People attending functions before or after normal library hours are restricted to the areas designated on the application.
12. No charge will be made for use of the meeting rooms during library hours. A fee of \$25 per hour or fraction thereof will be charged for meetings that extend beyond library closing. Permission to stay late is contingent on availability of library staff. Checks should be made out to the WEST ISLIP PUBLIC LIBRARY and should accompany the application for use of the meeting room. *Applications for activities requiring a fee should be presented at least forty (40 days) prior to the event.*
13. The serving of light refreshments is permitted in meeting rooms A, B, and C, provided the room and the kitchen unit is cleaned by the applicant. The use of alcohol is prohibited.
14. The maximum capacity of the meeting rooms are, and attendance shall be limited to, the following number of people:
Meeting Room A: 96 Meeting Room B: 59 Meeting Room C: 17
15. Groups, other than library-related, may not book the meeting rooms more than thirteen (13) months in advance.
16. The Library reserves the right to assign rooms according to the space requirements of the organization and the needs of the Library. The Library further reserves the right to cancel any meetings because of adverse weather conditions or for reasons of an emergency nature.
17. The organization should notify the Library Director immediately in the event it decides to cancel a meeting date or postpone a scheduled meeting.

Approved September 21, 2005

Revised and Approved March 16, 2011