



Meeting Room Use

1. Organization's Eligibility:

- a. Permission to use Library meeting rooms may be granted to community groups, organizations, or individuals whose aims are Library-connected, educational, cultural and/or civic.
- b. Use of the Library's facilities is subject to all applicable federal, state and local laws and regulations as well as policies set forth by the Library's Board of Trustees.
- c. The Library's facilities are not to be used as places of religious worship, to proselytize, for political agendas, or for an organization's fund-raising event. *(Amended and approved 09/19/2022, RML Board of Trustees)*
- d. No admission fees may be charged, no donations may be solicited or accepted, and no items may be sold.
- e. Preference shall be given to Southampton and Tuckahoe school district based organizations and organizations whose membership is primarily comprised of Library District residents.

2. Scheduling:

- a. Availability will be determined solely by the Library.
- b. The primary purpose of the Library's meeting rooms is to serve Library sponsored services, programs and activities.
- c. When approving room use requests, the Library reserves the right to follow the schedule for the Library newsletter deadlines. This means space for Library programs has been reserved and all available space is then open for the community until the next newsletter deadline. See Administration or Program office for current schedule.
- d. Room use shall be limited to 3 hours per day, per person or organization. Reservation time may be extended with the approval of the Library Director or his/her designee. *(Amended and approved 09/19/2022, RML Board of Trustees)*
- e. The Library reserves the right to reschedule a community meeting.

3. Organization's Responsibilities:

- a. The organization must designate a representative who will read this policy and sign a completed "Meeting Room Application."
- b. No meeting room use request is considered final until the application is signed and returned to the Library and applicant has been notified of approval.
- c. The Library facility shall be used only for the specific activity stated on the attached application.
- d. By executing the application, the applicant agrees to the release of the applicant's name and telephone number to any person requesting information concerning the organization's activities or programs.
- e. In any publicity or media coverage for the organization's program, it must be clear that the Library is merely the location of the program, not the organizer or sponsor. A phone number for the organization or its representative must be printed on all distributed literature about the program.
- f. The signature of the applicant on the application is acceptance by the organization or individual of a hold-harmless/indemnification agreement in favor of the Library, its Board of Trustees, and its employees from any liability or claim action or loss arising from the applicant's use of the facility to include the cost of legal fees, costs, or expenses incurred by the Library in connection with defending any claim arising from the applicant's use.
- g. The organization may be required to submit a liability Certificate of Insurance, naming the Rogers Memorial Library as additional insured (min. \$1,000,000.00) two weeks prior to the program. The signature of the applicant on this document is acknowledgement that the organization or individual recognizes its responsibility for any legal action brought against the Library, Board of Trustees or its employees for any injury incurred by persons attending the organization's program.
- h. The applicant assumes all responsibility for the maintenance of public order and safety, and for groups whose membership includes minors, a responsible adult supervision ratio of 1 to 10 will be provided.
- i. The meeting room used must be left in a neat and orderly fashion.

4. Room Requirements:

- a. The room shall be set up by Library personnel and prior notification of a minimum of 48 hours is required.

- b. Permission to use Library audio-visual equipment must be granted by the Library and must be operated by an organization representative who is appropriately trained and assumes responsibility for the equipment. Use of non-Library equipment must also be approved by the Library.
- c. Refreshments must be provided by the group and must be limited to finger food. If the Library's kitchen facilities are used, they must be cleaned by the organization. No alcoholic beverages may be served.
- d. Due to space constraints, storage of the organization's materials is not available.

5. Fees:

- a. There is no charge for use of the Library facility during regular operating hours. Setup and cleanup time are included in an organization's reserved hours.
- b. Use outside the Library's normal hours of operation is highly discouraged but may be requested through the Administration Office. Should permission be granted, the applicant will incur a staffing/security charge of \$100 for each hour or fraction thereof, not to exceed 2 hours beyond closing time or 4 hours on closed days. Payment must be made at the time of application. *(Amended and approved 10/21/13, RML Board of Trustees)*

6. Disclaimer:

- a. The Use of the Rogers Memorial Library's facility does not imply endorsement of the beliefs or program of an organization by the Library or anyone connected with the Library. *(Amended and approved April 2001, RML Board of Trustees)*

ROGERS MEMORIAL LIBRARY
MEETING ROOM USE APPLICATION

(Please Print)

Date application submitted _____

Name of organization _____

Name of organization's representative _____

Position within organization _____

Telephone number(s) of representative _____

Mailing address _____

E-mail address _____

Purpose of event _____

Type of event Meeting Lecture Workshop Reception Other _____

Room Requested Morris Meeting Room A Meeting Room in Cooper Hall:

To be completed by library staff

Number of people expected _____

Day and date of program _____

Time of program (starting and ending times) _____

Time of arrival for setup _____

Time of departure following cleanup _____

Library hours are: Mon. – Thurs. 9:30am - 8pm; Fri. 9:30am – 7pm; Sat. 9:30am - 5pm; Sun. 1 - 5pm.

Furniture requirements and arrangement (chairs, tables, lectern, etc): _____

Library Equipment requested. Please note, group member(s) must have basic knowledge of equipment operation.

Microphone DVD Player/Projector Projector for Laptop Other _____

Use of organization's own equipment requested _____

Refreshments planned _____

I have read the Rogers Memorial Library Meeting Room Use Policy and all the rules and responsibilities have been called to the attention of the organization which I represent. I am fully authorized to pledge my organization to a faithful execution of them including complete assumption of all responsibility in connection therewith. The signature of the applicant on the application is acceptance by the organization or individual of a hold-harmless/indemnification agreement in favor of the Library, its Board of Trustees, and its employees from any liability or claim action or loss arising from the applicant's use of the facility to include the cost of legal fees, costs, or expenses incurred by the Library in connection with defending any claim arising from the applicant's use.

Signature: _____ Date: _____

Submit this completed application to:

Administration Department

Rogers Memorial Library, 91 Coopers Farm Rd., Southampton, NY 11968

(Tel. 631-283-0774 x 500) or via email to: janderson@myrml.org