



## Meeting Room Use

### 1. Applicant 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.
- 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 library district residents (which is defined as people who reside in the Southampton Union Free School District or the Tuckahoe Common School District), organizations based in the library district, 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 days per week and 3 hours per day, per person or organization. Additional time may be reserved only with the approval of the Library Director or his/her designee.
- e. The Library reserves the right to reschedule a community meeting.

### 3. Applicant's Responsibilities:

- a. The individual or an organization's designated representative must complete a "Meeting Room Application," (either in-person or online) and agree to the terms and conditions set forth in this policy made available on the Library's website.
- b. No meeting room use request is considered final until the application is approved by the Library online.
- c. The Library facility shall be used only for the specific activity stated on the application.
- d. By executing the application, an-organization agrees to the release of the applicant's and/or any related organization'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 an 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 or individual 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. For reservations requiring setup, prior notification of a minimum of 72 hours is required. The room shall be set up by library personnel.
- 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. Food is not permitted in Cooper Hall meeting rooms; covered beverages only are permitted, preferably water. In the Morris Meeting Room, refreshments must be provided by the group. If the Library's kitchen facilities are used, they must be cleaned by the organization. No alcoholic beverages may be served.
- d. Furniture may not be moved, windows may not be opened, nothing may be placed/hung on walls, and signs may not be affixed to doors without prior permission from the Administration Office.
- e. Due to space constraints, storage of the organization's materials is not available.
- f. Several of the meeting rooms are adjacent to library staff offices and, as such, noise should be kept to a reasonable level as to not interfere with staff operations. Similarly, due to staff operations and other activities that might be going on, there should be no expectation of complete silence while using the rooms.

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 two hours beyond closing time or four hours on closed days. Payment must be made at the time of application.

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 by the RML Board of Trustees, August 19, 2024*

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](mailto:janderson@myrml.org)