BETHPAGE PUBLIC LIBRARY
47 Powell Avenue, Bethpage, NY 11714 | 516 • 931 • 3907

Meeting Room Use Policy

Purpose

The Bethpage Public Library (hereby referred to as "the Library") is proud to serve the Bethpage Union Free School District and maintains a variety of spaces for both library programming and community use. These rooms include the Aviation Room and Kitchen, the Auditorium, the Apollo Room, and the Central Park Room (collectively the "Large Meeting Rooms"), and Study Room A, Study Room B, and Study Room C (collectively the "Private Meeting Rooms). The primary purpose of these rooms is for library sponsored services, programs, and activities, however, they can also be reserved for community groups, organizations, and individuals who meet the following criteria.

Guidelines

Any group, organization, or individual acknowledges and agrees to the following terms and conditions, whether looking to reserve a Large Meeting Room or a Private Meeting Room:

- Library services, programs, and activities have priority over all other activities.
- Reservations for Large Meeting Rooms must be made in advance. Reservations for Private Meetings Rooms can be made in advance, or in-person pending availability. See below for reservation procedures.
- The Library reserves the right to revoke or reschedule a reservation should there be a conflict with Library-related services, programs, or activities, or in the case of an emergency.
- All reservations require check-in at the Reference Desk. If a reservation is not claimed within 15 minutes after the start time of reservation, the reservation is subject to forfeiture. The Library reserves the right to suspend use of Library Meeting Rooms by any organization, group, or individual that repeatedly fails to check in with Library staff prior to claiming their room.
- Meeting Room use shall be limited to regular Library hours of operation. All organizations, groups, and individuals are expected to exit the building prior to closing. If the Meeting Room use or attendees' presence in the Library extends beyond the time of the scheduled Library closing without prior authorization from the Library Director, the applicant and group will be assessed a charge of $125 for each one-half hour, or part thereof, that such Meeting Room use and/or attendees' presence in the Library extends beyond scheduled closing. In addition, the Library reserves the right to give notice to the group, organization, or individual that continued offense may result in suspension of future Meeting Room use.

- Use of Library spaces by community groups, organizations, or individuals with any purpose other than studying, tutoring, conference calls, or video meetings shall be non-exclusive and must be open to the general public.
- Permitting an organization, group, or individual use of library space does not imply the Library's endorsement of that organization or individual, nor of its aims, policies, or program(s) presented. The Library assumes no obligation to present an alternative program at the behest of a member of the community.
- All publicity and/or media coverage for events in the Library, whatever the source, must be approved by the Library Director prior to issuance or coverage for the purpose of ensuring compliance with this policy. The Library may only be mentioned as a location of the event but may not be listed as the headquarters of an organization. In all announcements or publicity relating to a Meeting Room event, the Library shall not be listed as the sponsor of an event and the announcement must specifically state that the event is being held at the Library pursuant to a meeting room use application. The Library's telephone number is not to be publicized as a source to obtain further information regarding a non-Library sponsored event.
- The Library reserves the right to provide crowd control and police presence as deemed necessary. The cost of such crowd control shall be billed to the organization, group, or individual using the meeting room.
- Use of the Library's Meeting Rooms for profit-making or fund-raising purposes, regardless of the group's or individual's business or non-profit status, is strictly prohibited. The Library's meeting rooms are not to be used for any form of worship, religious, secular or otherwise. Furthermore, the Library's meeting rooms may not be utilized by political parties, or representatives of political parties, when the purpose of such is related to political campaigning. All patrons, including political parties and representatives of political parties, are prohibited from campaigning at any events held in the Library's meeting rooms.
- In consideration of the use of the Meeting Room facilities, each organization, group, or individual acknowledges that no admission fees may be charged; no donations may be solicited or accepted; nor may any items be sold. Use of the facilities will not be granted for fundraising purposes.
- Library staff is responsible for setup and breakdown of all library-owned equipment and assets but is not required to assist with, move, transport, or handle personal items and private property.
- Personal items may not be left unattended. The Library is not responsible for the safeguarding of any supplies, equipment, or other items owned by the applicant or by persons attending the applicant's activity and bears no responsibility for the loss or damage of any personal property brought into any Meeting Room. If any Library Meeting

Room is left unoccupied for more than 15 minutes, the room reservation will be considered forfeited, and any personal items left behind will be moved to the Library's Lost and Found.

- The Library will not store any materials for any applicant other than for educational and cultural clubs granted such permission. Items left in the Library will be considered abandoned property and will be disposed of in accordance with standard practice.
- Any organization, group, or individual using the Library's Meeting Rooms will be responsible for all damage to any property of the Bethpage Public 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.
- Food and beverages may be served and consumed in the Meeting Rooms that are designated on the application form as allowing such activities. Consumption of alcoholic beverages, smoking, vaping, open flames, and drug use are prohibited on Library premises.
- Audio-visual equipment to be provided by the Library must be requested in advance, preferably at time of booking. Library staff are responsible for turning the Library's audio-visual equipment on and off, and any unauthorized use of Library audio-visual equipment may result in suspension of future meeting room use. Organizations, groups, and individuals assume responsibility for Library audio-visual equipment for the duration of the meeting, and the organization, group, or individual may be responsible for replacement costs of any Library audio-visual equipment that is lost, stolen, or broken.
- Organizations, groups, and individuals shall leave rooms neat, clean, and orderly. If the organization, group, or individual does not do so, they will be given notice that continued offense may result in suspension of future Meeting Room use.
- Various media forms are protected by copyright laws and, if not designated as Public Domain Material with Public Performance Rights, cannot be shown in our Meeting Rooms. Organizations, groups, and individuals showing copyrighted movies in the Library's Meeting Rooms are solely responsible for obtaining written public performance licensing rights. Borrowing, renting, or purchasing a movie does not carry with it the rights to show the movie outside the home. The Library must be provided with proof of public performance licensing rights prior to the showing and the Library reserves the right to cancel the event if proper documentation is not supplied.
- The applicant is to hold harmless and indemnify 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 Meeting Room, including the cost of legal fees, costs, or expenses incurred by the Library in connection with defending any claim arising from the applicant's use. The submission by the applicant of a Meeting Room use application shall constitute acceptance by the organization, group, or individual of the indemnification responsibility.

- 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's Board of Trustees. Non-compliance with these laws and policies are grounds for denial of applications for future use.
- Maximum room attendances are listed on our website at time of booking and must be adhered to. Staff reserves the right to ask groups who exceed the maximum room attendances to either disperse, leave, or reschedule to a larger room if one is available.
- Failure to provide adequate notice of cancellation of a Meeting Room reservation may result in the cancellation of all future scheduled meetings of the applicant and the applicant's organization or group, as well as suspension of the privilege to schedule future Meeting Room use.
- Upon emergency closing of the Library, all scheduled Meeting Room reservations are automatically cancelled.
- Organizations, groups, and individuals will receive a copy of this policy for review prior to booking, as part of the application process. It is also available for public view on our website.

Reserving Space – Large Meeting Rooms

- Any community group, organization, or individual looking to reserve a Large Meeting Room must submit an application for use of space through our website, to be reviewed by the Head of Reference or Library Director. No reservation is considered approved until written confirmation, which will be in the form of an email.
- Reservations can be placed no earlier than 60 (sixty) days and no later than 7 (seven) days from the event date.
- Reservations must be placed by a Bethpage Public Library cardholder, and the cardholder must be an active member of the group. The cardholder must be present to check in their group at the Reference Desk on the day of the event. If the cardholder is not present to check in, the Library reserves the right to cancel the Meeting Room reservation.
- Due to the large number of organizations requesting the use of the Library's facilities, and the limited space available, only those organizations with 50% or more of their members residing in Bethpage Union Free School District will be allowed to reserve space. In order that a determination of an organization's eligibility can be made, the Library reserves the right to request a current membership list with the names and addresses of all participating members. The Board of Trustees reserves the right to waive the residency requirement if it is deemed proper and in the best interest of the Library to do so.
- Organizations, groups, and individuals using the Library's Large Meeting Rooms shall carry their own comprehensive general liability policy naming the Bethpage Public Library

as an additional insured and providing protection at a minimum level of $1,00,000 property damage liability and $2,000,000 personal liability coverage. Proof of a certificate of insurance must be supplied at the time of booking. The Board of Trustees reserves the right to waive or amend this requirement as circumstances warrant.

- Rooms can be reserved a maximum of three hours a day, and one day a week. Bookings in excess of these limitations may be considered on a case-by-case basis, at the discretion of the Head of Reference or Library Director. Groups, organizations, and individuals who repeatedly stay beyond the end time of their reservation are subject to the cancellation of all future scheduled meetings of the applicant and the applicant's organization or group, as well as suspension of the privilege to schedule future Meeting Room use.

Reserving Space – Private Meeting Rooms

- Private Meeting Rooms are for small groups or individuals for the purpose of studying, tutoring, conference calls, or video meetings.
- Reservations may be made through the Library's website or by calling the Reference desk.
- Reservations can be made no earlier than thirty (30) days from the reservation date, and can be made up to and including the reservation date, pending availability. Rooms may be made available for walk-ins, pending availability.
- Rooms can be reserved a maximum of two hours a day, and two days a week. Bookings in excess of these limitations may be considered on a case-by-case basis, at the discretion of Library staff.

The Bethpage Public Library Board of Trustees reserves the right to waive these rules or make any further rules pertaining to the use of the library facilities that it may deem proper and in the best interest of the Library.

Adherence to the Library's other policies, including the Maintenance of Public Order Policy, Regulation of Conduct on Library Premises, and Unattended Children Policy are required at all times, and failure to do so may result in consequences up to and including immediate ejection from the Library, suspension of library borrowing privileges, and revocation of rights to enter upon Library premises.

Amended: September 10, 2018
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