

AMITYVILLE PUBLIC LIBRARY

POLICY FOR USE OF COMMUNITY ROOM

Mission and Role

Within its Mission Statement, the Amityville Public Library has adopted the role of Library Activities Center.

“The Library schedules programs, activities, services and meetings to complement its mission and roles. The Library supplements print and non-print materials and resources with educational, recreational and cultural programs, for all ages.”

Purpose

The primary purpose of the Library’s Community Room is to serve as a venue for Library sponsored services, programs and activities. Library services, programs and activities shall have priority over all other activities. The Library reserves the right to revoke a Community Room use permit or to reschedule a meeting should there be a conflict with Library related services, programs or activities, or, in the case of an emergency.

Use by Other Organizations

Permission to use the Library’s Community Room may be granted to community groups, organizations and individuals whose aims are Library connected; educational; cultural; and/or civic. Use of the Library’s Community Room is subject to all applicable Federal, State and Local laws and regulations as well as policies promulgated by the Library’s Board of Trustees. Scheduling availability is to be solely determined by the Library. Such use shall be non-exclusive and shall be open to the general public. There shall be no charge for the use of the Community Room during the Library’s regular hours of operation. Use of the Community Room may not extend beyond the Library’s regular hours of operation.

Because of the large number of organizations requesting the use of the Library’s facilities and the limited space available, only those organizations with 50% of their members residing in the Amityville Union Free School District will be scheduled to meet in the Library’s Community Room. 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 address 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.

The Community Room is not to be used for sectarian religious instruction or as a place of religious worship or to proselytize. Further, the Community Room may not be utilized by political parties or representatives of political parties when the purpose of such is to promote a political agenda. *

** Under constraint of the U.S. Supreme Court's decision in Lamb's Chapel v. Center Moriches Union Free School District, religious and political groups may be permitted to utilize a meeting room when the group's purpose is to express a viewpoint on family/societal values or other similar matters; the Library will not discriminate by excluding a certain group from utilizing the Community Room based upon the group's free-speech entitlement to possess a view-point when such utilization does not violate the Establishment Clause of the United States Constitution or would support a particular political party seeking to utilize the Community Room for "political purposes."*

Permission to use Library facilities does not imply endorsement of the beliefs or program of an organization by the Library or anyone connected with the Library, but rather an affirmation of the "American Library Association's Library Bill of Rights Concerning Meeting Rooms" which states:

As an institution of education for democratic living, the Library should welcome the use of its meeting rooms, for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members provided that the meetings be open to the public.

The Community Room is not to be utilized for the performance or advancement of commercial or profit-making enterprises.

Application

Application to use the Library's Community Room must be made in writing by an adult on the form provided for this purpose at least one week but no more than three months in advance of the intended use. Forms are available at the Circulation Desk. The Community Room Use Application Form must be signed by a Library District resident. No application shall be considered officially approved until it is signed by the Library Director, or designee, and returned to the applicant. By executing the application, the applicant agrees to the release of the applicant's name and telephone number to any person requesting information concerning an organization's activities or program.

The applicant must certify that the meeting room shall be used only for the specific activity stated on the application and for no other purpose whatsoever. No activity may disrupt Library operations

Annual Application

The Board of Trustees is aware that some organizations prepare annual meeting schedules and agendas. To facilitate planning by those organizations, the Library will accept Annual Applications. All policy, rules and regulations for Use of Community Room apply to Annual Applications.

Annual Applications will be based on the Library's fiscal year. Applications will be accepted beginning July for approval on or about August 30. Annual Applications must be submitted to the Director by the third Monday of August. No Annual Application will be accepted after that date. Due to Summer Reading Club Activities, the months of June, July, and August are excluded from Annual Application permits. Application may be made for no more than one meeting per month. Scheduling conflicts between organizations will be resolved by lottery.

Maintenance of Public Order

The responsibility for the maintenance of public order and safety at a meeting is that of the applicant, utilizing the rules and regulations listed in the Amityville Public Library Maintenance of Public Order Policy. Adequate responsible adult supervision shall be provided by the applicant. Groups whose membership includes minors must be supervised by responsible adults in a ratio to be determined by the Library Director.

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 Library official is final. The Library Director, or designated representative, 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 Community Room may be denied to any group which proves to be disorderly or which violates any law or regulation.

The meeting room must be left in a neat and orderly fashion. If not, a written notice will be given to the applicant stating that a second offense will result in denial of further Community Room use.

Insurance and Indemnification

Whenever the Library is used, there is the possibility that persons may be injured and may bring legal action against the Library Board of Trustees, Library employees, and/or the contracting organization, group or individual for personal liability. It is possible that organizations, groups or individuals using the property may be sued for personal injury. Each organization, group or individual should, therefore, protect itself by having a temporary insurance policy insuring it against such legal action. The signature of the applicant on the Community Room Use Application Form is

acknowledgment by the organization, group or individual that it recognizes this responsibility.

The applicant is to execute 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 meeting room 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. The signature of the applicant on the Community Room Use Application Form is acceptance by the organization, group or individual of the indemnification responsibility.

Personal Property

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.

Private property to be used, demonstrated, exhibited, shown, or merely brought into the Library is the owner's responsibility. Individuals and organizations using the Community Room are not to leave or store their materials or property on Library premises without the permission of the Director. The Amityville Public Library assumes no responsibility for any property used or left in the Library by any group or organization.

The applicant must be accompanied by a staff member when retrieving/storing property. Access to work or storage areas is prohibited unless accompanied by a staff member. In order to facilitate the retrieval/storage of property, an appointment is required when access is requested.

Publicity

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. 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 a Community Room 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. If items intended for distribution are in violation of law or regulation, distribution of same is prohibited.

Fees

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 fund raising purposes, except as may be permissible under law and with the explicit consent of the Library Board of Trustees. Such

permission shall be deemed extraordinary. Additionally, Library facilities may not be used for commercial or profit-making purpose.

Use of Library Equipment and Kitchen facilities

Use of Library Equipment is governed by the Audio-Visual Equipment Usage Policy. The “Application for Use of Equipment” form must be attached to the “Community Room Use” application form.

Organizations requiring use of the adjoining kitchen facility must make the request on the Community Room Use Application Form. Organizations, groups or individuals making such request are responsible for supplying all equipment, supplies, paper goods, etc., and are responsible for immediate clean-up.

Other

Smoking is not permitted on Library premises.

The capacity audience of the Community Room must be adhered to at all times.

Prior notice of cancellation of meetings is requested.

The Library is not responsible for moving or arranging furniture or equipment. Organizations groups and individuals requiring special furniture arrangements may move the furniture accordingly. These groups are responsible for returning the furniture to the original arrangement. When possible, a Library Custodian will assist with furniture arrangement. Arrangement of furniture for Library sponsored events supersede all other requirements.

The Amityville 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.

The final and sole interpretation of this Policy rests with the Library’s Board of Trustees. Implementation and enforcement are delegated to the Library Director.

Adopted December 18, 1997
Amended October 19, 2000