



Meeting Room Policy

Cold Spring Harbor Library and Environmental Center
95 Harbor Road, Cold Spring Harbor, NY 11724

1. Eligibility: The use of the Meeting Room at the Cold Spring Harbor Library will be granted to community groups and organizations whose events are library-related or concerned with the environment, historic preservation, or civic, educational, and/or cultural affairs. All programs must be open to the general public.

2. Priorities for use: Use of the Meeting Room and/or any other part of the Library will be granted according to the following, in order from top to bottom:

- a. Library-sponsored programs
- b. NYS Parks-sponsored programs
- c. Programs requested by groups located within the Library District
- d. Programs sponsored by groups outside of the Library District

3. Application and Approval:

- a. All groups must submit an application and signed Meeting Room Policy at least five (5) business days prior to the date of the event, and all applications must be approved by the Library Director or her designated representative.
- b. Meeting Room Policy applications are available at the Circulation Desk
- c. Applicants will be asked to supply information about their organization, the program they wish to hold, and contact information for use by the Library in case of an emergency.
- d. Unless approved by the Library Director, all use shall begin and end within the library's regular hours of operation.
- e. The Library Director reserves the right to reject or to cancel the privilege of any organization to use the Meeting Room or other Library facilities.

4. Cancellation: Cancellation of an event or program must be made at least twenty-four (24) hours in advance. The Director reserves the right to cancel a program at any time without liability. If the Library is closed for an emergency situation (ie. snowstorm), scheduled meetings or events will automatically be canceled, unless the applicant has been notified otherwise by the Director.

5. Endorsements: Use of the Library facilities does not imply endorsement of the beliefs or program of an organization by the Library or anyone connected with the Library. In all announcements, the library may only be mentioned as a location, not as the sponsor of an event or as the headquarters of an organization. The Library's telephone number may not be given to obtain further information regarding a non-Library-sponsored event. No items may be distributed by a user group that are in violation of law or regulation.

6. Safety:

- a. No smoking is allowed in the Library or on its grounds, and no alcoholic beverages are to be brought to or consumed in the Library or on its grounds.

- b. Organizations receiving permission to use Library space are responsible for the conduct of both participants and spectators.
- c. Programs and events must not disrupt the use of the Library by others.
- d. Violation of any safety regulations or improper use of Library space will result in revocation of the permit for the use of that space.
- e. Meeting Room/pantry and any other area used by a user organization must be left in a clean and orderly condition.
- f. With the exception of projectors and screens, no additional furniture or equipment other than that furnished by the Library is to be used without prior approval of the Library Director or her appointed representative.
- g. Additional requirements:
 - 1) The room shall be set up by Library personnel in advance.
 - 2) Permission to use Library audio-visual equipment may be granted by the Library Director or her appointed representative 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 Library Director.
 - 3) Refreshments may be provided by user groups. If the Library's kitchen facilities are used, they must be cleaned by the organization. No alcoholic beverages may be served.
 - 4) Storage of an organization's materials prior to or following their event is not available.

7. Personal Gain:

- a. The room may not be used for private parties.
- b. The room may not be used for retail sales. The Library Friends Foundation and/or other not-for-profit organizations whose aims are library-related, or concerned with the environment, historic preservation, or civic, educational and/or cultural affairs, may hold fund-raisers, subject to the approval of the Library Director and the Meeting Room Policy Committee.
- c. Persons or organizations who are invited or permitted to appear in the Library and wish to sell books or other materials may do so, subject to prior permission of the Library Director. They must also have agreed in advance upon a specified percentage of all proceeds of sale to be donated to the Library.

8. Sales and Collections:

- a. No contributions shall be solicited or collected during any event in the Library, nor shall anything be offered for sale without prior approval by the Library Director and the Meeting Room Policy Committee.
- b. There may be no admission fees or solicitation of donations, except that the Library Director may give permission to not-for-profit organizations to solicit voluntary donations. These may be used only to defray expenses for the program.

9. Insurance Coverage: Any organizations or groups that have been granted approval to use library space shall be fully responsible for any damage to library property. The signature of the applicant on this document 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, 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.

10. Non-Discrimination: All individuals and organizations requesting the use of library meeting rooms are advised that permission for such space will be given only with the understanding that all activities taking place are open to all individuals regardless of gender, religion, disability, race, color, or creed. Discrimination against any individual or group because of gender, religion, disability, race, color, or creed will be grounds for revocation of approval to use a Cold Spring Harbor Library meeting space.

11. Fees:

- a. If library staff is required for set-up or take-down of equipment or for other reasons during regular library hours, a fee of \$50 may be incurred by the user.
- b. Use outside of the library's normal hours of operation is highly discouraged but may be requested. 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 opening/closing time. Payment must be made at the time of application by check payable to Cold Spring Harbor Library.
- c. A fee for the use of the Large Meeting room by a business organization will be \$300.00 for a minimum of 3 hours with an added \$100.00 per hour over the allotted 3 scheduled hours. Payment must be made at the time of application by check payable to Cold Spring Harbor Library. (Board approved 12/4/06)
- d. A fee for the use of the Small Meeting room by a business organization will be \$150.00 for a minimum of 3 hours with an added \$50.00 per hour over the allotted 3 scheduled hours. Payment must be made at the time of application by check payable to Cold Spring Harbor Library. (Board approved 12/4/06)
- e. A fee for the use of the Large Meeting Room for student recitals will incur a nominal \$5 per performer charge. Payment must be made at the time of application by check payable to Cold Spring Harbor Library. (Board approved 7/9/07)

I have read this policy and agree to comply with these rules and regulations.

Initial

date

Name of Organization if applicable

Adopted July 10, 2006
Revised 12/4/06
Revised 1/8/07
Revised 7/9/07

Application and Setup for Meeting Room Use

Cold Spring Harbor Library and Environmental Center
95 Harbor Road, Cold Spring Harbor, NY 11724

Name of Organization: _____ Date of Application _____

Organization Applicant's Name: _____

Tel. # of Applicant: () _____ Tel. # of Organization () _____

Applicant's address: _____ email: _____

Facility Request: ___ Small Meeting Room (max. 15 persons) ___ Large Meeting Room (max. 120)

Room A (max. 60) ___ Room B (max. 60) ___

Other or additional space(s) _____

Day and Date of Event: _____ Number of people expected: _____

Purpose of Event: (lecture, reception, meeting) _____

Time of Event: (starting and ending times) _____ to _____

Total set-up and clean-up time: Note: You must include a minimum of ½ hour before and ½ hour after your event times for set-up and clean-up, regardless of your event, and your event must fall within the regular hours of the Library's operation unless you request special consideration as part of this application. Regular hours are: Mon.-Thurs. 9:30 am-9pm; Fri. 9:30am-7pm; Sat. 9am – 5pm; Sun. 1-5pm

_____ **I am requesting special consideration to extend the hours of our event.**

Audio/visual equipment to be used: (microphones, VCR, DVD, ED, Power point, etc.) _____

_____ We will supply our own equipment _____ We want to use Library equipment as listed below:

Furniture Requirements: (chairs, tables, lectern, etc.) _____

Note: If you need a special furniture arrangement, you must send a diagram for the set-up of furniture and equipment.

Refreshments Planned: _____

Contact Person in Case of Emergency: _____ Tel: () _____

I have read and signed the Cold Spring Harbor Library and Environmental Center Policy for Facility Use by Community Organizations, and I am fully authorized to pledge my organization to these rules, including the fee(s) required and to the complete assumption of all responsibility in connection therewith.

Signature

Printed Name

Date

Position in Organization: _____

Submit this signed Application and the signed "Meeting Room Policy" form to:
Director's Office, CSH Library and Environmental Center
95 Harbor Road, Cold Spring Harbor, NY 11724
or fax to Susan Tyska (631) 692-5712