Meeting Room Policy

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

The mission of the Library is to serve and promote the informational, cultural, educational, and recreational needs of our community. We create a welcoming environment with a friendly, competent staff and introduce children and adults to the joys and rewards of reading and using their Library. We use appropriate technologies and provide new resources to meet changing community needs. We provide services that help assure all members of the community equal access to information. We reach out to the community to build cooperative relationships, promoting a sense of ownership in the Library.

The Meeting Rooms at the Cold Spring Harbor Library are available to not-for-profits or non-commercial groups for programs consistent with the Library's mission at no charge. The Meeting Rooms may also be available for business use for a fee as set forth in Section 10. The use of the Meeting Rooms must be for a lawful purpose and in accordance with all local, state and federal laws.

1. Priorities for use: Use of the Meeting Rooms 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 sponsored by not-for-profits located within the Library District

d. Programs sponsored by not-for-profits located outside of the Library District

e. All others.

2. 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 his designee and/or the Library Board of Trustees. Only Cold Spring Harbor residents can reserve a room for unincorporated groups.

b. Meeting Room Policy applications are available at the Circulation Desk and online at www.cshlibrary.org.

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 or his designee and/or the Library Board of Trustees, all use shall begin and end within the Library's regular hours of operation. Regular hours are: Mon.-Thurs. 9:30am-9:00pm; Fri. & Sat. 9:30am -5:00 pm; year round and Sun. 1:00 -5:00 pm from Sept – June. After 5:00pm incorporated groups have priority over unincorporated groups.

e. The Library Director or his designee and/or the Library Board of Trustees reserves the right to reject or to cancel the privilege of any organization to use the Meeting Room or other Library facilities.

f. Applications may be submitted at anytime, however, written notice of approval will be made by the last day of January, March, May, July, September and November for the next two months by email and/or U.S. mail.

g. If your organization has tax exempt status, proof of status may be requested prior to application approval.

h. The Library Director has the discretion to cancel or reschedule programs and meetings as needed.

3. Cancellation: Cancellation of an event or program must be made at least twenty-four (24) hours in advance. If the Library is closed or the Meeting Room is unavailable, due to an emergency situation, scheduled meetings or events will be canceled, unless the applicant has been notified otherwise by the Library Director or his designee and/or the Library Board of Trustees, without liability.

4. No 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 user groups that are in violation of laws or regulations.

Library meeting rooms are intended to provide the widest possible use by community organizations within Cold Spring Harbor, Laurel Hollow and Lloyd Harbor, provided such use is compatible with Library operations, services and availability. Library sponsored programs and activities take precedence in determining room availability.

The Library may permit the use of Library meeting rooms in accordance with applicable law and regulation, and the provisions set forth in this policy, so long as there are no Library-sponsored programs or activities scheduled for the requested time.

The Library may permit the following uses of Library meeting rooms:

1. For social, civic and recreational meetings and entertainments, and other uses pertaining to the welfare of the community. These meetings, entertainment and uses must be non-exclusive and open to the public.
2. Events at which candidates discuss current ballot or election issues, provided that they are hosted by a non-partisan, non-profit organization (as confirmed by the Library) and all candidates for the same office or, in the case of a referendum, all representatives of opposing views, have been invited to participate.
3. Publicly elected officials representing residents of the Library District may apply to use a meeting room to meet with constituents, provided such meetings are not held within six months of an election date. These meetings must not include partisan political activities, campaign initiatives or the promotion, endorsement, or opposition of candidates or ballot issues.

The Library prohibits the use of its meeting rooms and meeting spaces for:

1. Meetings sponsored by a political organization.
2. Partisan political activities, campaign initiatives, or the promotion, endorsement, or opposition of candidates for public office or issues. Library meeting rooms are considered limited public fora. The Library prohibits the use of its facility spaces for actions or events organized by a political campaign committee or other group that exists for the purpose of promoting, endorsing or opposing a candidate or a ballot or election issue.
3. Worship services by a religious group. However, religious groups are permitted to use the Library meeting rooms for purposes other than worship services in accordance with this Policy.
4. Private tutors or other commercial entities are not permitted to use meeting room space.

5. <u>Guidelines for Use:</u>

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. Potential fire hazards (including but not limited to candles, portable stoves, or barbeques) may not be used inside the Library or on Library 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. Organizations may not hang or attach items to walls.

f. Meeting Room, pantry and any other area must be left in a clean and orderly condition.

g. 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 his designee. If Library staff is required for set-up or take-down of equipment or for other reasons outside regular Library hours, an additional fee will be incurred by the user.

h. 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 his designee and/or the Library Board of Trustees 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 or his designee and/or the Library Board of Trustees

3) Refreshments may be provided by user groups. Please note, the Library does not provide any food service equipment or supplies.

4) Storage of an organization's materials prior to or following their event is not available.

5) Applicants are to be held responsible for the consequences of the conduct of meeting attendees. The failure to comply with all applicable federal, state and/or local statutes as well as the rules and policies of the Library will result in the cancellation of Meeting Room Privileges.
6) The Library reserves the right to cancel any meeting room reservation due to adverse weather conditions or for other reasons of an emergency nature.
7) The Library in its sole discretion reserves the right to refuse, withdraw or curtail use of a meeting room when a clear and present danger exists that public disorder, disruption of Library services to patrons or possible damage to Library property will result from a proposed use or if the proposed or actual use does not conform to the policies of the Library.
8) Viewpoints presented by speakers are those of the speakers and do not reflect an endorsement by the Library.

6. Other Considerations:

a. The room may not be used for private parties.

b. 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 or his designee and the Library Board of Trustees.

c. Persons or organizations that 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 or his designee and/or the Library Board of Trustees. They must also have agreed in advance upon a specified percentage of all proceeds of sale to be donated to the Library.

7. 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 or his designee and the Library Board of Trustees. There may be no admission fees or solicitation of donations, except that the Library Director or his designee and the Library Board of Trustees may give permission to not-for-profit organizations to solicit voluntary donations. These may be used only to defray expenses for the program.

b. The meeting rooms may not be used to conduct an on-going business operation.

8. 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 representative 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, 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.

9. 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.

10. **Criteria for Establishing Commercial Use:**

a) The purpose of the event is to solicit clients or sell products;
b) The individual or organization is exchanging goods and/or services for money; or
c) The individual or organization exists for the purpose of making a profit.

11. Fees:

a) Use outside of the Library's normal hours of operation is highly discouraged. Request may not exceed 2 hours beyond opening/closing time. The applicant will incur a staffing/security charge of $150 for each hour or fraction thereof. Payment must be made at the time of application by check payable to Cold Spring Harbor Library.

b) A fee for the use of the Large Meeting room for business use will be $300.00 for a minimum of 3 hours with an added $100.00 per hour or fraction thereof 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).

c) A fee for the use of the Small Meeting Room for business use will be $150.00 for a minimum of 3 hours with an added $50.00 per hour or fraction thereof 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 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.

_____ _____

Signature Date

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Name of Organization if applicable

Adopted July 10, 2006
Revised 12/4/06
Revised 1/8/07
Revised 7/9/07
Revised 12/3/07
Revised 3/5/12
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