

## **PLAINEDGE PUBLIC LIBRARY**

### **POLICY FOR THE USE OF THE PLAINEDGE PUBLIC LIBRARY COMMUNITY ROOM**

Adopted by the Board of Trustees May 20, 1971;  
Revised May 23, 1991; Revised March 13, 2002  
Revised November 19, 2002; Revised January 21, 2004  
Revised October 19, 2009, January 19, 2011  
Revised February 19, 2014, Revised June 16, 2014  
Revised, July 1, 2019

The Plainedge Public Library is a community center whose facilities are available for various community meetings, and Library programs, events and activities. The intent of this policy is to make the Library's Community Room space available on as wide-spread and equitable a basis as possible for educational, recreational, cultural, informational and civic purposes conducted on a non-profit basis.

Library activities and Library-sponsored programs take precedence over use of the facilities by an organization, group or individual, and the Library reserves the right to cancel an organization's scheduled use upon reasonable notice. It may be necessary to limit any organization to one meeting per month.

The Community Room facilities shall be available to any sectarian or political organization if the program presented is open to the public, is of an educational and/or general interest.

Use of the Library's facilities by an organization, group or individual is subject to review by the Board of Trustees. The fact that an organization is permitted to meet at the Plainedge Public Library does not, in any way, constitute an endorsement of the groups' policies or beliefs by the Library Board or Staff 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."

If a question is raised as to the objectives and activities of any organization, group or individual requesting the use of the Community Room, the Library Board shall be the final authority in granting or refusing permission for the use of the Library's facilities.

The Library Director may grant the privilege of using the Community Room to organizations, groups or individuals subject to the following conditions:

1. An application to use the Library's Community Room must be filed with the Director's Office at least four weeks prior to the required date. The person responsible for the activities of the group should present this approval to the custodian of the building at the time of use. If the meeting is cancelled, the Library should be notified immediately. The approved application is not transferable and is valid only for use of the Library premises on the date and time specified.
2. The Library Director may at his/her discretion waive the requirement for the four weeks prior notice and grant the use of the Community Room if the request is received from a local organization and for short term use.
3. A copy of the Plainedge Public Library Rules For Use of the Community Room will be given to the applicant at the time the room is booked.
4. A special program or event may be sponsored by any organization, group or individual during a scheduled meeting but only with prior permission from the Library Director and shall be open to the public with no additional charges, fees, or collections. The Trustees and Staff shall have access to the premises at all times.
5. Organizations may not use the Library facilities to raise funds or for any commercial, profit making purpose. The Community Room may not be used for student recitals or concerts sponsored by private schools or by private teachers.
6. Neither the name nor the address of the Plainedge Public Library may be used as the official address or headquarters of any organization, group or individual nor may the Plainedge Public Library be used for purposes other than to identify the location of the program. Any unwanted implication that a program is sponsored or endorsed by the Plainedge Public Library will constitute sufficient grounds for immediate cancellation of any organization's or individual's meeting room privileges.
7. Organizations, groups and individuals using the Library's premises are responsible for maintaining order at meetings, programs or special events and must adhere to the Plainedge Public Library's "Policy On Proper Conduct In the Library." Failure to do so may result in the cancellation of the privilege of using the Community Room.
8. Any organization, group, or individual using the Community Room will be responsible for all damage to any Library property of the Plainedge Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization and any of its invitees. Damage to Library property may result in the cancellation of the privilege of using the Community Room.
9. The Community Room is available during regular Library hours. It is required by the Board of Trustees that a Library custodian be in charge of the building facilities at all times. Organizations using the Community Room must conclude their meeting and vacate the Library at the time the Library closes, otherwise a custodial charge based on the present hourly pay rate of the custodian on duty will be made.

10. Exhibitions of art, crafts and other displays which will in no way interfere with the normal use of the room for program purposes are permissible if such exhibits conform to the Library's exhibit and display policy. Such exhibitions will be open only during regular Library hours unless special permission is obtained in writing from the Board of Trustees. No scotch tape, nails, tacks, pins, masking tape or adhesive of any kind is to be attached to the walls of the Community Room.

11. 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 Library custodian is not required to move or transport private property.

12. Arrangements requiring janitorial assistance or rearrangement of furniture must be made at the time the application for use of the Community Room is filled. Heating or air conditioning controls or other Library equipment should not be tampered with at anytime.

13. Except during Library sponsored Children's Programs, hot liquids may be consumed in the Community Room. All liquids must be brought in and consumed in closed containers only.

14. The serving of light snacks in the meeting room is permitted. Generating an open flame is strictly prohibited. The organizations or individuals using the Community Room are responsible for supplying their own equipment, supplies and the immediate clean up of the room. Any infraction may be grounds for prohibiting future use.

15. Audio-visual equipment to be provided by the Library must be requested in advance, at the time the Community Room is reserved. Program leader must arrive ½ hour prior to program, to test equipment. All media protected by copy-right laws and, if not designated as public domain material with Public Performance Rights, cannot be shown in the Community Room.

16. Any individual, group, or organization using the Community Room agrees that the Plainedge Public Library is expressly released and discharged from any and all liability for any loss, injury or damage to person or property which may be sustained during or by reason of a program sponsored by the group, organization or individual.

17. A group or organization using the Community Room shall carry their own comprehensive general liability policy naming the Plainedge Public Library as an additional insured and providing protection at a minimum level of \$500,000 property damage liability and \$1,000,000 personal liability coverage. The Board of Trustees reserves the right to waive or amend this requirement as circumstances warrant. A Certificate of Insurance must be submitted with the application for use in the Community Room.

18. Smoking or vaping are not permitted on Library premises. The capacity audience of the Community Room has been posted by the Fire Marshall and must be adhered to at all times.

19. The Library areas open to organizations (when the Library is closed) are: front vestibule, lower level lavatories, and Community Rooms. Organizations are not to enter, meet in, or congregate in the staff room, storage room, or main Library.

20. Any group that does not abide by the rules and regulations covering the use of the Community Room shall receive a letter from the Director on behalf of the Board of Trustees setting forth the specific violations. If the Library has incurred a financial loss, either as a result of additional unscheduled custodial time or as a result of damage to Library property, a demand for payment will be included in this letter. Groups will be permitted continued use of the meeting room after receiving the letter setting forth the specific violation or violations and subject to future compliance with the Policy for Use of the Community Room. Should the problem occur a second time, the Director will suspend meeting room privileges for the group pending review by the Board of Trustees at the next regular scheduled meeting.

21. All national and state laws, local ordinances, and rules of the Police and Fire Departments regarding public assemblies must be strictly obeyed.

22. The Plainedge Public Library supports the American Library Association's policy on "Meeting Rooms," an interpretation of the Library Bill of Rights.

23. The Plainedge 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.