

BABYLON PUBLIC LIBRARY MEETING ROOM POLICY

BASIC POLICY STATEMENT

It is the policy of the Board of Trustees of the Babylon Public Library to grant use of the meeting room to community groups for meetings and public gatherings of a civil, cultural or educational character without interfering with normal Library operations.

It is not the intent of the library that this facility be considered as being available for any manner of public forum. The meeting room is not available for commercial purposes or religious worship, or for use by political organizations/candidates. Use of the meeting room does not imply endorsement by the Library of the group using it, or the program presented.

The Library's meeting room is to be used **primarily** for Library sponsored programs and activities. Activities sponsored or co-sponsored by the library receive first consideration and have priority over all community sponsored activities. Library sponsored events may supersede any other meeting scheduled.

The meeting room may not be used for any commercial purposes. No goods or services may be promoted, sold or exchanged on the premises including by sample, pictures, descriptions, etc. The room is not to be used for the advancement of commercial or profit-making enterprises.

Final interpretation of this policy rests with the Board of Trustees and its implementation is to be the responsibility of the Library Director. The Library reserves the right to revoke meeting room privileges at any time. Additional stipulations may be imposed by the library as may be deemed necessary.

MEETING ROOM RULES AND REGULATIONS

The Board of Trustees of the Babylon Public Library adopts the following rules and regulations regarding use by the community of the library meeting room:

1. All meetings shall be non-exclusive and shall be open to the general public.
2. No admission fees may be charged. No goods may be sold, given away, exhibited or displayed without the written authorization of the Library.
3. The meeting room is available during regular Library hours, subject to its availability. All meetings must conclude, and participants exit the building at the end of normal operating hours.
4. Groups or organizations from within the Babylon Library District will have first priority in booking space.
5. Organizations which meet on a continued basis must renew their applications every six months. The room may not be used more than once per month on a regular basis. Permission for regular use is contingent on anticipated requirements for Library sponsored programming.
6. No refreshments may be served without written consent of the Library.

Smoking **is prohibited** at all times in the Library The possession or use of alcoholic beverages on the Library premises **is absolutely forbidden**.

7. Application for room use should be made in writing at least 10 working days before the scheduled meeting. Application shall be made using the form provided by the Library for this purpose and shall be fully completed. Bookings are not considered final until application has been signed by the Director and returned to the applicant.
8. Announcements of meetings in the Library must neither affirm nor imply that the Library is sponsoring the event.
9. Attendance shall be limited to the legal capacity of the room.
10. All state and local regulations affecting the use of public buildings must be observed at all times.
11. Permission to use the meeting room is not transferable.
12. Applicants receiving permission to use the meeting room must be responsible for the conduct of the participants and spectators attending functions under their sponsorship.
13. The applicant, and the group, will be financially accountable for any damage or loss that may occur from the use of the meeting room.
14. The Library is not responsible for the property of individuals or organizations That is used or left on the premises.
15. The applicant is responsible for any set-up required in the meeting room. Tables and chairs will be made available. All other equipment should be provided by the applicant.
16. Nothing may be stapled, tacked or taped to the walls of the community room. A bulletin board is available upon request. The community room must be left in a neat and orderly condition. If not, a written notice will be given to the group that a second offense will result in its being denied further use of the community room.
17. The applicant agrees to hold the Babylon Public Library, its representatives, agents, servants, and employees harmless and indemnify the Library for any and all claims, lawsuits, fees, or costs that may arise from the applicants use of library facilities.
18. Applicants must notify the Library Director's Office immediately in the event of a cancellation or postponement of a scheduled date.

These rules may be amended from time to time by the Board of Trustees as reasonable need may therefore arise.

Adopted 11/5/93

Revised 9/18/00, 12/17/07, 5/19/08

Reconfirmed 7/09/19

BABYLON PUBLIC LIBRARY
24 South Carll Avenue, Babylon, NY 11702 669-1624

REQUEST FOR USE OF MEETING ROOM

(request must be returned to the Director's Office for consideration and approval)

DATE _____

NAME/TYPE OF GROUP: _____

MEETING DATE(S): _____

TIME: _____ to _____

EXPECTED NUMBER OF PARTICIPANTS: _____

CONTACT PERSON: _____

(name)

(phone number)

(address)

(city)

(state)

(zip code)

PROGRAM DESCRIPTION: _____

I have reviewed the rules governing the use of the Babylon Public Library's Meeting Room and agree to abide by them.

(signature)

(date)

FOR OFFICE USE ONLY

REQUEST

APPROVED: _____ DENIED: _____ DIRECTOR'S SIGNATURE _____

REMARKS:

ROOM ASSIGNMENT: Small Meeting Room _____ Community Room _____

**** Please be advised that the Library will supply chalk, chalk eraser and dry erase pens only. All other materials needed must be supplied by the group using this room.**

Name of Group: _____

of Attendees: _____

Meeting Date(s): _____

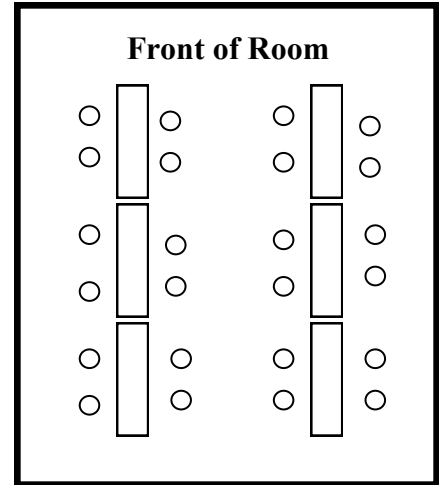
Time (start & finish): _____

Please choose one of the 3 set-up options at right.

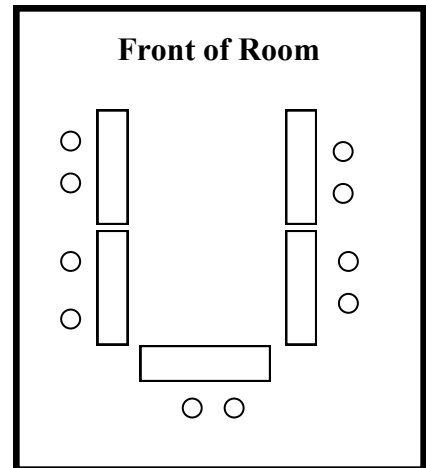
I would like set-up # _____

Please mark the items you will need:

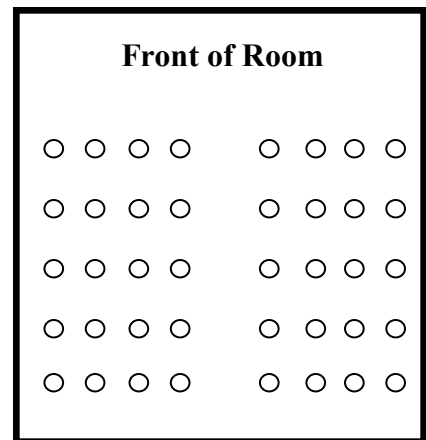
	# Available	# Needed
Chairs	35	
Tables - Large tables	6	
Podium	1	
TV	1	
VCR Player	1	
DVD Player	1	
Projector Screen	1	
Blackboard	1	



1



2



3