

Bayport-Blue Point Public Library

Rules and Regulations for Community Use of Meeting Rooms

1. An application for use of Library premises is to be secured from the Library. The application must be fully completed and returned to the Library for approval or disapproval. On approval, a copy will be returned to the applicant within 10 days. Any approval is conditioned upon the possibility of a library function being scheduled and takes priority over an approved use.
2. The applicant will not be admitted to the premises prior to the time stipulated on the application and every effort should be made to vacate the premises at the time stipulated on the application.
3. There will be no gambling or use of alcoholic beverages at any time on Library premises.
4. If refreshments are to be served, all details must be stated in the application; Library Administration reserves the right of designating the use area.
5. The Library premises shall not be used by any group for religious services, commercial, or political purposes.
6. All meetings must be open to the general public on a nonexclusive basis. Organizations using the rooms may not charge an admission or raise funds other than to gain the expense of materials utilized within a program.
7. Approval will not be issued for use of personal nature or one seeking personal gain, financial or otherwise.
8. Applicants are responsible for providing adequate supervision for all events in order to ensure proper conduct and safety concerns. A list of chaperones may be required to be submitted with the application.
9. Organizations composed of minors must have at least one adult supervisor for each ten minors; one adult must be designated as the person in charge.
10. Only those facilities and items of equipment requested and approved may be utilized by the applicant.
11. The Library reserves the right to impose a charge for the use of the premises.
12. The Library reserves the right of requiring that a Library employee be on duty during the use of the facilities by the applicant in order to secure the building.
13. No smoking is permitted on Library premises.
14. No approval is valid unless signed by the Library Director or his/her assignee.
15. The approved application must be exhibited upon request to any representative, staff member, or official of the Library.
16. The applicant's equipment and materials must be removed from the building immediately after its use so not to interfere with Library activities.
17. A majority of members of the organization utilizing the room, and the majority attending must reside in the Library District.
18. No scheduling of rooms more than 90 days in advance will be considered.
19. Neither the name or address of the Bayport-Blue Point Public Library may be used as the official address or headquarters of any organization, nor may it be used for purposes other than to identify the location of the program. The Library must be clearly identified as not sponsoring the meeting or in any other manner affiliated with the organization.
20. The Library reserves the right to cancel any meeting if the Library requires the use of the meeting room for purposes of convening a Library-sponsored program.
21. Meeting room use may be cancelled and/or future use denied if any activity causes disruption or interference with Library operations and activities.
22. Decorations, equipment, or signs are not permitted without the express written consent of the Library Director. Arrangements requiring custodial assistance must be made 48 hours in advance of the meeting.
23. Only authorized Library personnel may operate Library-owned audio-visual equipment.
24. The Library is not responsible for supplies, equipment or other items owned by community groups and used by them in the Library.
25. The Library is not to be held responsible for the loss of or damage to personal property left on the Library premises; or for personal injury to participants in a program.
26. All groups using the meeting areas of the Library may be required to provide proof of insurance coverage for liability and property damage claims in an amount not less than \$1,000,000.00 with the library to be designated as an "additional insured" on the organization policy.
27. Final interpretation of these policies rests with the Library Board of Trustees and will be implemented by the Library Director.

Time Limitations: All Meeting Rooms: 10am to 9pm Monday-Friday
10am to 5pm Saturday

These regulations have been established in conformance with the intents of facilities usage as stated in Section 414 of the Education Law of the State of New York. All national and State Laws, Local Ordinances, and Rules of the Police and Fire Departments regarding public assemblies must be strictly obeyed.