

MEETING ROOM AND THEATER USE POLICY

I. STATEMENT OF POLICY

A) Use of the Theater, main meeting room/art exhibit room will be considered only for chartered non-profit organizations. These rooms may be reserved no more than three months in advance except for educational courses of study requiring a specific number of sessions extending beyond the three months' reservation period.

It is understood that organizations given permission to use the Library building do so subject to the conditions specified by the Library Board. Such permits are not transferable and may be revoked at any time prior to the date of the event should it be determined such use may be in conflict with the best interests of the Library, or when a violation of the Library's regulations occurs. On the day of the event the printed permit issued to the applicant or group shall be available for inspection, upon request, to an authorized representative of the Library.

All events and meetings, shall be non-exclusive and shall be open to the general public and no fees shall be charged.

Applications for fund-raising activities will not be considered.

The Library's meeting room may be used by community groups, clubs, organizations or societies whose membership includes a cardholder of the Jericho Public Library for the following purposes:

- For instruction in any branch of education, learning or the arts;
- For holding social, civic and recreational meetings and entertainment and for other uses pertaining to the welfare of the community; but such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public;
- For polling places; and
- For Civic Forums.

Rooms are not available for:

- Personal use;
- Conducting religious services; or
- The benefit of private individuals or for commercial purposes or support.

Soliciting of any type, in any manner, for private or commercial gain, is prohibited during any program or meeting held in the Library's meeting room or Theater.

No Library facilities shall be used for any religious service.

B) In consideration of the use of the meeting room or Theater facilities, each organization or group must agree, in writing, that it will pay any damage to any property of the Jericho Public Library and Jericho Union Free School District, resulting from the conduct of any member, Officer, employee or agent of the organization or group, or any person in attendance at the meeting or program. In addition, such will save harmless and indemnify the Jericho Public Library and Jericho Union Free School District from any and all liability which may be imposed upon them, for any injury to persons or property caused by the organization or any other person in connection with the program.

The Jericho Public Library shall assume no responsibility whatever for any property placed in the Library in connection with a program or meeting. The Jericho Public Library and the Jericho Union Free School District must be released and discharged in writing from any and all liability for any loss, injury or damage to persons or property which occurs during the meeting or a program held on the Library's premises.

C) The Library Director shall authorize the use of the meeting room or Theater on behalf of the Board of Trustees and in accordance with the rules and regulations. Permission to use these rooms shall not in any way constitute an endorsement by the Trustees, staff or Board of Education of Jericho Union Free School District, of the policies, beliefs, or activities of the organizations receiving such permission. The Jericho Public Library affirms that portion of the Library Bill of Rights 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.”

D) The Library reserves the right to cancel a reservation if the Meeting room or Theater is needed for Library use.

All requests for main meeting room or Theater may be reviewed by the Board of Trustees, at its discretion.

The Board of Trustees shall determine specific rules for the use of the facilities as necessary.

The Board of Trustees shall have full authority to grant, refuse, or revoke, permission for use of the meeting room or Theater. Continued use of facilities by any group or organization is contingent upon observance of rules and regulations of use. Permission for use may be withdrawn for infractions of rules, for loud and boisterous behavior and for any other inappropriate behavior.

II. PROCEDURES AND RULES FOR USE OF LIBRARY FACILITIES AND/OR GROUNDS

A) All applications for use of the facilities must be submitted at least one (1) week prior to the requested date, in order to assure inclusion on the Library's calendar. Cancellation of a reserved date must be at least 48 hours in advance.

B) For proper review of applications the following is required:

1. Organizational Information:

- a) Copy of organization's charter, constitution and by-laws.
- b) Statement of organization's purpose and goals.
- c) Any literature relating to organization's activities.

2. Information about program:

- a) Type and subject of meeting.
- b) Brief outline of important points to be covered by program.

3. A description of the intended use of the room and the agenda for the meeting.

4. An application must be signed by a Jericho Union Free School District resident who is over 21 years and who is authorized to represent the applying organization or group.

C) The applying organization must agree in writing it will be held responsible for any damage to the Library property or equipment and to release Library from liability.

1. While minors are encouraged to use the facilities, a responsible adult must be present and in charge at all times while said facilities are in use.

D) Displays, literature, etc.

1. Exhibits, decorations or signs will be permitted only with the approval of the Library Director.
2. Nothing will be sold, given, displayed or exhibited without prior approval and permission.

E) Refreshments:

1. No food or beverages are permitted in the Theater. Coffee, tea and snacks will be permitted with the approval of the Director in the meeting room. The kitchen's facilities include a refrigerator/freezer and sink. No cooking is permitted. The Library owns coffee urns of varying sizes and will supply one of appropriate capacity upon written request. The custodian is responsible for filling and cleaning the Library's coffee urns.
2. Permission to serve coffee or other refreshments must be obtained prior to the meeting. If light refreshments are served in the main meeting room, they must be provided and removed by the organization members. All refreshments, equipment (except coffee urns), utensils, and supplies must be provided by the organization and removed from the premises immediately after meeting or event. The facilities must be left in a clean and orderly condition.

F) Smoking:

1. The Jericho Public Library is a smoke-free building.
2. Failure to conform to the above will result in denial of future use of facilities by said organization.

G) Fees, priority, and times of use:

1. Library sponsored programs and activities will have precedence in assignment of dates and hours of use.
2. Application by community groups will be handled on a first-come, first-served basis.
3. No meetings may be held on those nights the Library is normally closed.
4. The meeting room or Theater should be vacated and the building cleared by library closing time.
5. No tips, fees charges, or other forms of remuneration shall be offered or given to any Library employee by any permit holder, for any reason.

H) Parking:

1. Parking is provided in designated parking spaces on the Library site.
2. Please observe the parking lanes and directional arrows.

I) Facilities:

1. Limited kitchen facilities are available only for the art exhibit/main meeting room. Electrical outlets are available. A limited number of tables will be provided if requested.

2. Two lecterns (one wired for sound) and a blackboard may be requested.
3. Men and women's toilet facilities (each equipped with a toilet for the handicapped) are located in the lower level lobby adjacent to the entrance of the main meeting room and Theater.
4. Meeting room capacity is 68.
5. Capacity of the Theater is 155.

It is the intention of the Jericho Public Library Board of Trustees that the facilities of the Library be made available to the entire community for the enjoyment, information and enlightenment of its patrons, without prejudice to the full and free expression of ideas. It is also the Board's intention that all qualified groups shall have equal opportunity to make use of the Library's facilities.

Adopted by the Board of Trustees of the	
Jericho Public Library	July 9, 1974
Revised	January 30, 1975
Revised	January 30, 1975
Revised	August 12, 1975
Revised	February 13, 1989
Revised	October 7, 1997
Revised	February 8, 2004
Revised	March 8, 2010
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Revised	December 13, 2010
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Revised	October 13, 2015
Revised	December 8, 2016