

COMMUNITY MEETING ROOM POLICY

A) Use of this Community Meeting Room will be considered only for use by Jericho Public Library cardholders. The room can be reserved only by a Jericho Public Library cardholder with a four (4) hour limit per day. Groups given permission to use the Community Room do so pursuant to the conditions specified below. Use of this room is a privilege and may be revoked at any time.

This facility is for not-for-profit use only. No transactions for private or commercial gain or fund raising may take place. No private tutoring is permitted. Soliciting of any type, in any manner, for private or commercial gain is prohibited.

The Library's meeting rooms may be used by patrons, 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.

Rooms are not available for:

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

The Community Meeting Room may be used for meetings, entertainment, or videoconferencing for small groups only (2 to 15 people), in accordance with the purpose of the Community Room.

No use of the Library facilities shall be made for any political meeting or rally.

B) In consideration of the use of the Community Meeting Room, each group must agree that it will pay for all damage to any property, including requested videoconferencing equipment, of the Jericho Public Library. The Jericho Public Library and Jericho Union Free School District must also be expressly released and discharged from any liability for any loss, injury or damage to persons or property which may be sustained during a meeting held in the Community Meeting Room on the Jericho Library's premises.

C) The Library Director shall authorize the Community Meeting Room use on behalf of the Board of Trustees and in accordance with the rules and regulations devised for the fair and equitable use of the Library's facilities. Permission to use the Community Meeting Room does 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 groups receiving such permission.

The Board of Trustees has the full authority to grant, refuse, or revoke, permission for use of the Community Meeting Room. Continued use of facilities by any group is contingent upon observance of rules and regulations of use. Permission for future use may be withdrawn for infractions of rules, for loud and boisterous behavior and for any other inappropriate behavior.

D) Snacks and beverages are permitted in the Community Meeting Room. Jericho Public Library is a smoke free building. Failure to conform to the above will result in denial of future use of the facility.

E) The Community Meeting Room will be available on a first come, first served basis for Jericho Public Library cardholders. Jericho patrons with a valid library card can reserve the Community Meeting Room online. Reservations must be made at least 24 hours before reserved time but no more than 30 days in advance. The same JPL card used to reserve the room must be presented to the Reference Desk before the start time of the reservation.

F) If the room is not in use or reserved, patrons may make use of the room as a quiet room until a reserved time, if any, is reached. A group who has a reserve time will be allotted a one half-hour grace period after the beginning of the reserved time scheduled; however, their ending time will remain unchanged. If a group is later than one half hour from their reserved time, their reservation is forfeited and the room can be used by other patrons. The room must be vacated at the conclusion of the reservation or 30 minutes before the library closes, whichever is less.

G) The Library reserves the right to cancel a reservation if the Community Room is needed for Library use.

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 individuals shall have equal opportunity to make use of the Community Meeting Room.

Adopted by the Board of Trustees of the Jericho Public Library	April 14, 2008
Revised	December 8, 2008
Revised	January 12, 2009
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