

**USE OF MEETING ROOMS**

**Policy**

It is the policy of the Board of Trustees of the North Merrick Public Library that any group willing to abide by the Library's rules may book the Library's meeting rooms for a meeting.

**Objectives**

The objective of this policy is to make the Library's meeting facilities available to the entire community free of charge whenever possible, and to non-community groups for a fee which compensates the Library for estimated costs.

**Procedure**

1. Certain areas of the Library may be made available for use by groups for educational, cultural, philanthropic, and civic purposes, or for non-partisan political discussion programs. Reservations for the meeting rooms will be accepted as long as they do not interfere with Library sponsored programs. If Library programs are already in place, reservations may be accepted up to three months in advance of a meeting. Recurring use of the same timeslot cannot be expected. Groups may not reserve a meeting room for more than one use per month.
2. Meeting rooms shall not be available for commercial purposes. The priority for use of meeting rooms will be:
  - a. Library operations or Library sponsored programs;
  - b. Community groups;
  - c. Non-community groups.
3. A group whose membership is composed of a minimum of 50% of persons residing within the North Merrick community shall qualify as a community group. All others shall be considered as non-community group.
4. The first time a group requests use of a meeting room, the Library Board of Trustees will decide whether or not the group may be granted permission to use meeting rooms.
5. For groups that have previously been approved to use meeting rooms by the Library Board of Trustees, permission for the subsequent use of these areas will be granted by the Library Director and designated staff within the policy guidelines established by the Board of Trustees provided that the intended purpose for the use has not changed.

6. Granting of permission to use North Merrick Public Library facilities does not in any way constitute an endorsement by its Board or employees of the purposes or opinions expressed by the approved applicant.
7. Neither the Board nor the Library nor its employees assumes responsibility for personal or organization property brought onto or left on the premises.
8. An application form, "Application for Use of Meeting Room" (see Appendix B) is to be completed in duplicate and submitted to designated staff or the Library Director for approval. One copy is retained by the Library and the second copy is retained by the applicant.
9. The applicant and its authorized representative signing the application will be held financially responsible for any damage to Library property or equipment.
10. The representative must arrive before the meeting to check in with the Custodian.
11. No admission fees or collections are to be charged without the permission of the Library. All programs must be open to the general public without restrictions except those conducted by educational or public bodies requiring advanced enrollment fees.
12. The legal capacity of the North Merrick Room is 171 persons; the seating capacity is 90; the seating capacity with tables is 64. The legal capacity of the Len Kirsch Meeting Room is 71 persons; the seating capacity is 41; the seating capacity with tables is 28. Capacity may not be exceeded.
13. Refreshments may be served only with written permission of designated staff or the Director.
14. Smoking is not permitted anywhere in the Library building.
15. A responsible adult must be present and in charge at all times while minors are in attendance at meetings.
16. Community groups may use these facilities at no charge.
17. Non-community groups shall pay a fee of \$60 per hour (or part thereof) to compensate the Library for administrative costs, custodial time for set-up and breakdown of chairs and tables or other required services, and the cost of heat, light, air conditioning and general cleaning.
18. In order to qualify for a waiver of the fees to use the meeting room, an attendance sheet listing the names and addresses of meeting attendees is required as evidence that at least 50% of the meeting attendees were North Merrick residents.

19. Both community groups and non-community groups must end their meetings by 10:00 P.M. and the building must be vacated by 10:30 P.M. Mondays through Thursdays. Groups failing to leave the building by 10:30 P.M. will be charged \$100.00 per additional half hour. Fridays and weekends groups must vacate by closing time, or be charged \$100.00 per additional half hour.
20. Continued use of facilities by any group or organization is contingent upon observance of these procedures. Permission for future use may be withdrawn or denied for infraction of these procedures.
21. The Library reserves the right to cancel any meeting room reservation that has been scheduled at the Library's discretion
22. The library must be provided with 24 hours' notice when a meeting is canceled. Groups that do not provide sufficient notice and groups which repeatedly cancel their reservation may be denied permission for future meeting room use at the discretion of the Library.

**POLICY RESTATEMENT**

Approved by the Board of Trustees on February 10, 1992

**MODIFIED:**

By the Board of Trustees  
December 15, 2009  
and on April 17, 2012  
and on December 20, 2016

**ATTACHMENTS:**