

Approved November 21, 2014

East Hampton Library Meeting Room Use Policy

Guidelines

The use of the Library by a community group is subject to the following guidelines:

1. The use of the library is only for events sponsored or co-sponsored by the East Hampton Library.
2. The Library will consider co-sponsoring an event if
 - a. The event is civic, educational and/or cultural in nature; and
 - b. The community group is a non-profit organization unless otherwise approved by the Library.
 - c. The group's membership is comprised mainly of residents of the East Hampton Library District (residents of the East Hampton, Springs and Wainscott School Districts), and.
 - d. The event is open to the general public. No admission fees is charged, no donations are solicited, nor any items, and no products or services are sold with the exception of an author selling copies of their own book which has been previously approved by the Library Director,
 - e. The co-sponsored event must be recommended by the Library Director and approved by the Library Board.

Availability

1. Co-sponsored events are available during regular Library hours. It is at the discretion of the Library to allow a program to begin before the Library opens and/or ends after the normal closing time. No one will be admitted to a meeting after the Library has closed.
2. Limitations on parking may determine the Library's ability to schedule a co-sponsored event. Under some circumstances, groups may be required to use auxiliary parking

Do and Don'ts

1. The following announcement must be made prior to the start of your meeting or program:

“Please be advised that the fire exits from this room are located [point out exits]. If a fire alarm sounds, you must leave the building immediately. Library staff will guide you to a safe location until it is determined that the building is safe to re-enter.”
2. Rooms and facilities shall be left clean and in an orderly fashion or a clean-up fee of \$25 may be charged.
3. The rooms will not be used for religious worship or political candidates.
4. The co-sponsored event does not imply that the Library endorses the group's beliefs.

5. Rooms may be used only for the specific activity stated on the application.
6. Use of the facilities will not be granted for fundraising purposes.
7. Smoking (including e-cigarettes) is prohibited.
8. Groups whose membership includes minors must be supervised by a sufficient number of responsible adults (recommended: 1 adult/25 minors).
9. Meals or snacks of any kind may not be served unless special permission is granted. Groups must provide necessary equipment and supplies for any refreshments. Groups are responsible for proper clean-up. Alcoholic beverages are prohibited.
10. Tables and chairs are provided by the Library. Room set-up should be requested at the time of application and only one room set-up will be done by custodial staff.
11. The Library may order the termination of any meeting or activity which is disorderly or disruptive of Library functions or being conducted in violation of any law or use regulation. The determination to terminate the meeting or activity shall be final. The Library Director or designee is authorized to call upon security personnel or law enforcement agencies to enforce such decision.

Approval Process for Co-Sponsorship

1. Applications to co-sponsor an event may be made no earlier than: December 1st for January, February, and March; March 1st for April, May, and June; June 1st for July, August, and September; September 1st for October, November, and December. Requests must be made at the office of the Library Director no later than three weeks in advance of the date of intended use.
2. Groups intending to seek approval for a co-sponsored event must provide a copy of their charter, constitution, bylaws or a statement of purpose. The Library reserves the right to review a group's membership list and to require proof of non-profit status.
3. Requests for the use of Library facilities shall be made by a district resident, in writing on forms provided by the Library.
4. No application shall be considered officially approved until it is signed by the Library Director on behalf of the Library Board and returned to the applicant.
5. Requests for use of Library equipment are depending on availability. Such requests must be made at the time of application.
6. All publicity for events in the Library, whatever the source, must be approved by the Library Director prior to issuance. In all announcements or publicity related to a meeting, the Library must be identified as a co-sponsor of the event. As a co-sponsored event, the Library will post notice of the event on its website and weekly electronic newsletter.
7. In the event a co-sponsored event is cancelled, notification should be given to the office of the Library Director as soon as possible but at least 21 days before the scheduled date of the meeting to be cancelled.