

## SAYVILLE LIBRARY MEETING ROOM POLICY

It is the policy of the Sayville Library that the use of Library facilities shall be restricted to non-profit groups and organizations that possess a membership comprised of at least **60% Sayville UFSD residents**. The use of the meeting room is to be provided for cultural, civic and educational programs as well as those that provide for the betterment of the welfare of the District Residents/Library Patrons. It is not the intent of the Library that this facility be considered as being available for any manner of public forum.

The rooms may not be used by organizations for commercial or private purposes; nor for social events for individuals. Meetings by political groups or for political purposes are prohibited.

All meetings shall be non-exclusive, open and cost-free to the general public. No fees will be charged for the use of the Meeting Rooms except for custodial fees where applicable.

The Board of Trustees will make the final determination in applying this Policy and Rules and Procedures and no application will be approved until acted on by the Board or its designee. Library sponsored programs have priority in scheduling the use of the room and the Library reserves the right to cancel reservations due to unexpected Library purposes or needs.

The Applicant is to execute a Hold-Harmless/Indemnification Agreement (attached) in favor of the Library, its Board of Trustees, its employees and Sayville School District from any liability or claim, action or loss arising from the Applicant's use of a Meeting Room, including the cost of legal fees and other costs or expenses incurred by the Library in connection with defending any claim arising from the Applicant's use.

Whenever the Library is used, there is the possibility that persons may be injured and may bring legal action against the Library Board of Trustees, Library employees, Sayville School District and/or the contracting organization, group or individual for personal liability. It is possible that organizations, groups or individuals using the property may be sued for personal injury. Each organization, group or individual should, therefore, protect itself by having an insurance policy insuring against such legal action. **The signature of the Applicant on the Meeting Room Application is acknowledgement by the organization, group or individual that it recognizes this responsibility.**

All outside organizations seeking to use the Sayville Library facilities **may** be asked to provide evidence of liability insurance, with the Library and Sayville School District named as additional insured, in an amount deemed adequate by the Director or his/her designee, and in accordance with the Library's insurance carrier, if the activity for the use of the facility presents a liability exposure to the Library.

If insurance is required, the following will, subject to revision, apply to the subject coverage:

- (a) Comprehensive General Liability policy with a Combined Single Limit of \$1,000,000 per occurrence and a \$2,000,000 aggregate limit.
- (b) Library, its Board of Trustees and Sayville School District are to be named as additional insured, on a Primary, non-contributory basis, on the General Liability policy.
- (c) Workers' Compensation and Disability Benefits coverage as required by New York State.

(d) Certificate of Insurance must be issued, prior to the use of premises, showing the required limits, issued by an insurance company licensed to do business in the State of New York that carries a rating of at least an "A". This rating applies to all policies listed on the Certificate.

It is understood and agreed that the individual executing the Meeting Room Application is, on behalf of the group or organization, extending the group or organization's assumption of responsibility for maintaining order at the meeting and will be personally liable for any damage to or loss of Library property to the extent that the group or organization does not reimburse the Library for such.

Announcements of meetings to be held in the Sayville Library must not affirm or imply that the Library is sponsoring the meeting or in any manner endorsing or approving any representations made by a group/organization during the course of a Meeting Room utilization, or in any manner endorsing or supporting any policies or positions advanced by the group/organization within the terms of its publications.

The Board of Trustees of the Sayville Library reserves the right to rescind permission to use a Meeting Room at any time.

Amended: November 2004  
April 4, 2008  
May 11, 2009  
June 13, 2011