

**SAYVILLE LIBRARY MEETING ROOM POLICY  
RULES AND PROCEDURES**

**The Library’s Board of Trustees has adopted the following rules for the use of Meeting Rooms:**

- All Meeting Room Applications are to be signed and submitted by District residents possessing Library cards reflecting their “good standing” as Library patrons, up to four months only from the date of the application.
- The Director or his/her designee may approve Meeting Room use by repeat users.
- Generally, Meeting Rooms shall not be utilized more than **monthly** by any organization or group that is non-school related. In order to provide for fair and equitable access to the Meeting Rooms by all qualified groups and organizations, the Library Board reserves the right to NOT grant permission for use of Meeting Rooms on a regular basis.
- Meeting room applications must be submitted by the last day of the calendar month preceding the next Board Meeting. Late submittals may not receive approval for the first meeting.
- A copy of documentation showing the organization’s not-for-profit status or mission statement **must** be attached to the application. The Library may require that an organization provide a copy of its by-laws, membership list, official statement of purpose and affiliations (if any) with other organizations

Applications approved shall be subject to the following terms and conditions: **(please initial after reading)**

- a) Meeting Rooms will be scheduled for use only during hours that the Library is normally open to the public. All meetings are to end at least 30 minutes prior to the prescribed Library closing time in order that participants will have vacated the building and the Meeting Room secured as of closing time.
- b) Room set up and clean up (including the kitchen, if used) is the responsibility of the Applicant and time will be included in the schedule for this purpose for each event. Rooms must be “broken down” at the end of the meeting and returned to their previous configuration
- c) Meeting Rooms will be made available only to groups/organizations possessing supervising adults; youth groups may utilize a Meeting Room if a supervising/responsible adult has been designated, executes the Application and is present at all times during the use of the room.
- d) Groups composed of persons less than 18 years of age must have at least one adult per fifteen participants.
- e) Applicants requiring **audiovisual equipment** must make their own arrangements for all such equipment except the movie screen.
- f) Refreshments may be served; however, no alcoholic beverages or controlled substances may be served or consumed on the premises. The providing of all refreshments, and related necessary equipment and supplies, is the responsibility of the group/organization utilizing the Meeting Room.
- g) Responsible parties will be billed for any extra cleaning required as a result of serving food or beverages in the room.
- h) Library staff may attend or observe any meeting or program at any time.
- i) The Library **will not** provide any supplies such as utensils, chalk, tape, extension cords, etc. to any group utilizing a Meeting Room

- j) The sale of merchandise is prohibited in the Library building unless previously approved by the Library board. Membership dues and voluntary incidental donations (such as coffee money or the recovery of photocopy costs) may be collected.
- k) **Before** putting up decorations, signs, posters, etc., permission must be obtained from the Director or his/her designee. Displays may not be affixed directly to the walls of the meeting room without prior consent. Library wall coverings, fixtures or any other Library property of any nature are not to be removed from the walls or Meeting Rooms.
- l) The Library assumes no responsibility for personal property, equipment or materials utilized during the course of the group/organization's presentation or activity
- m) The room divider must be operated by Library staff only.
- n) No storage space will be made available pre- and/or post-Meeting Room utilization.
- o) If a group/organization granted "repeat/regular" utilization of a Meeting Room fails to present itself on two consecutive scheduled meetings and does not call to cancel a meeting at least 24 hours in advance, it will have its "repeat" reservations forfeited and will be required to re-apply for Meeting Room use authorization.

Amended: June 13, 2011