

**APPLICATION FOR USE OF SAYVILLE LIBRARY'S MEETING ROOM**

Please complete this form and return to Library Administration for Board consideration and approval. All applications will be approved up to four (4) months **only** from the date of the application. A **copy of documentation** showing the organization's not-for-profit status and/or mission statement **must** be attached. The Library reserves the right to cancel reservations due to unexpected Library purposes or needs.

☐ Check here if this is your organization's first time filling out an application

1. Name of Organization _____

Address of Organization _____

2. Date(s) Requested _____ Time Requested _____

3. Nature of function (specify and describe) _____

4. Expected number of participants _____

5. Please indicate items you will need for your meeting:
tables (max. 10) ____ chairs (max. 72) ____ movie screen ____

**All refreshment items are the responsibility of the organization/persons using the meeting room.
Arranging the room is the responsibility of the organization/persons using the space.**

6. Name of person making application (**LIBRARY DISTRICT RESIDENT ONLY**)

Name: _____

Address: _____

Phone _____ e-mail _____

7. Name of adult supervisor(s) _____ Phone _____

☐ I have received a copy of the rules governing the use of Sayville Library's meeting room and agree to abide by them.

☐ I have supplied a Certificate of Insurance naming the Library and its Board of Trustees as additional insured, if required.

Signature of applicant _____ Date _____

Date submitted _____ Board decision date _____ Director decision date _____ Date notified _____

Room assignment: Meeting Rm. A ☐ Meeting Rm. B ☐ Meeting Rm. A&B ☐ Meeting Rm. C ☐
Group Study Rm. ☐ Conference Rm. ☐ Children's Activity Rm. ☐ Portico Room ☐



INDEMNIFICATION AGREEMENT

The Applicant is to execute this Hold-Harmless/Indemnification Agreement 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 Library 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.

In consideration for utilization of the facilities of the Sayville Library,

[Print Name of Organization or Person Signing Application]

hereby undertakes to indemnify, hold harmless and provide reasonable legal/attorney's fees to the Library for the defense of any claims and/or actions brought against the

Library, its agents, employees, administrators and trustees, individually or collectively,

arising out of _____'s use of the Library premises
[Print Name of Organization or Person Signing Application]

including any claims or actions based on the content of or representations made at the

event held by _____ within the Library's premises
[Print Name of Organization or Person Signing Application]

and has fulfilled the insurance requirements as listed in the Sayville Library Meeting Room Policy, if required by the Library Board of Trustees.

IN WITNESS WHEREOF, the governing board of

[Print Name of Organization on Application]

has caused this Agreement to be executed by the President, or the authorized

representative, of _____

[Print Name of Organization or Person Signing Application]

this [day] _____ day of [month] _____, _____[year]

By: _____

[Signature of Person Signing Application]

Meeting Rooms

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

Amended November 2004
Amended April 4, 2008
Amended May 11, 2009
Amended June 13, 2011
Amended May 28, 2020

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.

In the event of public health emergency and/or infectious disease outbreak, either the Library or the group/organization may cancel meetings. In accordance with state and county social distancing and room capacity regulations, the Library reserves the right to limit the amount of attendees and require face coverings and/or personal protective equipment be worn by attendees.

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

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MEETING ROOM 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.

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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.

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