



Comsewogue Public Library Meeting Room Use Policy

Comsewogue Public Library Meeting Rooms are to provide the widest possible use by community organizations within the Library District conditioned upon there not being an interruption of Library operations.

Meetings are to be of community interest, educational, civic, cultural or recreational, and in compliance with provisions of this policy and New York State Education Law Section 414 Section 1.

The holding of worship services by a religious group in the Library is prohibited. Religious groups *are* permitted to use community rooms for purposes *other than* worship services.

The intent of the Comsewogue Public Library is to allow use of its facilities, in accordance with the law, as a forum of public debate on public policy.

Comsewogue Public Library meeting room spaces are considered *limited public fora* and as such, the Library prohibits the use of its facility spaces for *partisan* political activities, campaign initiatives, and/or the promoting, endorsing, or opposing of candidates for office or of ballot or election issues.

Meetings/events at which *candidates* will discuss current ballot or election issues *are* permitted in Library meeting rooms, provided the meeting/events are hosted by (room use application submitted by) a *non-partisan, non-profit organization* confirmed as such by the Comsewogue Public Library and provided all candidates for the same office (or, in the case of a referendum, representatives of opposing views) have been invited to participate.

Publicly-elected officials representing the Library District's residents may apply for room use in order to meet with their constituents/the public, as long as such meetings are not held during the six months precedent to an election date. Such meetings prohibit, at any time, partisan political activities, campaign initiatives and/or the promoting, endorsing, or opposing of candidates for office or of ballot or election issues.

Applicants should note:

1. Applications are to be submitted at least 7 days prior to the requested meeting date.
2. Library-sponsored programs and activities are to take precedence regarding room assignments.
3. Room use is limited to once per month; time limitations are as follows:
Community Rooms Mon.-Thurs: 10am-10:30pm, Fri. 10am-4:30pm
Children's Workshop Mon.-Thurs: 10am-8:30pm, Fri. 10am-4:30pm
4. The maximum capacity of Community Room A and B is 80 persons each and the maximum capacity of the Children's Workshop is 25 persons.
5. In inclement weather, etc., call 631-928-1212 the day of your meeting to see if the Library will be open.
6. The Library Director is authorized by the Board of Trustees to review and act upon submitted meeting room use applications.
7. Applications are accepted for meeting rooms only; gallery use is prohibited.

8. In the event an applicant determines to cancel or postpone a meeting, the applicant is to immediately notify the Library.
9. Opinions presented by speakers are those of the speakers and do not reflect an endorsement by the library.
10. Applicants are held responsible, at their meetings, for the conduct of participants and spectators.
11. Announcement of meetings to be held at the Library must neither state nor imply that the Library is sponsoring the meeting. Use of a meeting room does not denote or connote endorsement by the Library of the group using it, or of the content presented by anyone in attendance.
12. No admission fee may be charged.
13. Nothing shall be sold, gifted, exhibited or displayed without the Library's permission, with the exception of authors and performers invited by the applicant organization to sell their books or music at the meeting/event. Such sales must be handled solely by the organization or the organization's representative.
14. It is the responsibility of the organization to provide all equipment. Emergency exits must NOT be blocked.
15. The Library is not responsible for damage or loss of supplies, equipment or other items owned and used by community groups and/or individuals.
16. Applicants are to be accountable for damage or loss to the Library caused by room use.
17. The Library will not store a community group's or individual's items.
18. Nothing may be affixed to meeting room walls.
19. Meeting rooms are to be left in an orderly condition.
20. While light refreshments may be served, alcohol and smoking are forbidden.
21. All meetings shall be non-exclusive and open to the general public.

Comsewogue Public Library



APPLICATION FOR USE OF THE LIBRARY COMMUNITY ROOM

(Please Print or Type)

Today's Date _____

1. Name of Organization _____

2. Date or dates desired (within the next 90 days only) _____

Day or days of week _____ Time _____ (A.M. or P.M.) to _____ (A.M. or P.M.)

3. Approximate number of people at the meeting _____ (see reverse side for maximum room capacities)

4. Nature of function - **Specify and describe** _____

5. Room Setup: No. of chairs ____ No. of tables ____ Dry erase board ____ TV with DVD/VHS ____

Microphone ____ Podium ____ Screen ____ Coffee urn ____ Tea urn ____ (indicate # of cups) ____

Specific setup of room _____

Please Note: It is the responsibility of the organization to provide all technology-related equipment.

6. Name of person making application (*must be a Comsewogue Library cardholder*) _____

Comsewogue Library Card # _____ Signature of applicant _____

(I have read and agree with the policy on the reverse side.)

Email _____

Address _____ Telephone _____

Name of Organization's Presiding Officer _____ Telephone _____

Applications should be forwarded to: Library Director, Debra L. Engelhardt
Comsewogue Public Library
170 Terryville Road
Port Jefferson Station
New York, 11776

Telephone: 928-1212
Fax: 928-6307

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FOR LIBRARY USE

Date Received by Director _____

Approved _____

Disapproved _____

Date _____

For Library Board of Trustees