

MONTAUK LIBRARY MEETING ROOM USE AND RESERVATION POLICY

The Montauk Library's three meeting rooms may be requested for use for meetings, programs or events of civic, cultural or educational character. Library programs will receive first consideration in scheduling and have priority over community-sponsored activities.

The three meeting rooms that may be requested include:

Gosman Community Room (75 person max capacity)
Small Meeting Room (12 person max capacity)
Recording Room (4 person max capacity)

The meeting rooms may not be used for any form of worship or political endorsement. In addition, the meeting rooms may not be used for the advancement of commercial or profit making enterprises.

Use of the Library's meeting rooms does not imply Library endorsement of the group using it or the programs presented. The views or opinions expressed by individuals or groups utilizing the Library's meeting rooms shall not be construed as the views or opinions of the Library or any of its officers or employees.

All meetings must be open to the general public. No admittance fee may be charged, nor contributions solicited, nor may collections be made. There may not be any sales or taking of orders of any kind. Exceptions may apply.

The Library's address may not be used by any non-Library related group to retrieve mailed. The Library's telephone numbers may not be used by any non-Library related group for any purpose. No incoming telephone calls for members of any non-Library related organization will be handled by the Library staff.

Final interpretation of these policies rests with the Board of Trustees and is to be implemented by the Library Director. The Library reserves the right to revoke meeting room privileges at any time.

PROCEDURES FOR APPLICANTS:

1. Library hours are posted on the Library's website (www.montauklibrary.org). All reservations must take place during operating hours.
2. There is no fee for meeting room use.
3. All applications for a meeting room reservations should be made at least two weeks before the scheduled event. Applications must be made by adults 18 or over. Bookings may

be made in person, by telephone or by email, but are not considered approved until the application form has been signed by the Library Director and a copy returned to the applicant.

4. Same day, walk-in requests may be granted based on availability.
5. Applicants must notify the Library of cancellations in advance (at least 48 hours for large groups). Failure to do so may result in the loss of meeting room privileges.
6. Applicants must sign in and sign out at the front desk upon arrival and departure. Late arrival after 30 minutes may result in releasing the reservation to another applicant or walk-in request.
7. The Library reserves the right to assign rooms according to space requirements of the event. The Library further reserves the right to cancel any meetings because of adverse weather conditions or other emergencies.
8. Organizations meeting regularly in the Library (monthly, weekly, etc.) must renew their reservations every six months. Because the Library encourages the use of the rooms by many groups, meeting rooms may be booked no more than 6 months in advance, and may be used no more than once a week on a continuing basis.
9. General technology assistance may be available by approved advance request. General technology assistance is not available to same-day reservations.

REGULATIONS: The Montauk Library's Behavior Policy applies to all events in the Library.

1. Organizations and events which include minors must have at least one adult supervisor for each ten minors, and one adult must be designated as the person in charge.
2. Smoking, vaping and consumption of alcoholic beverages are not permitted. Applicants may provide light refreshments and are responsible for set up and clean up.
3. Attendance must be limited to the stated capacity of the room.
4. All state and local regulations affecting the use of public buildings must be observed at all times.

LIABILITY:

1. The applicant or organization using Library facilities assumes full responsibility for the preservation of order and safety in the building, and the liability for damage to or loss of Library property as a result of the meeting. The room must be left in a neat and orderly condition. Failure to fulfill these conditions will result in the denial of

requests for further use of the meeting rooms and/or cancellation of regularly scheduled meetings.

2. The Library Board assumes no responsibility for personal property left on the premises or for personal injury.

3. Each organization should protect itself from legal action due to injury by having a temporary insurance policy. The applicant agrees to hold the Montauk Library, its representatives, agents, servants and employees harmless and indemnify the Library for any and all claims, lawsuits, fees or costs that may arise from the applicant's use of Library facilities.

Adopted by the Montauk Library Board of Trustees
June 20, 2022