



MEETING ROOM USE

Library meeting rooms were designed to primarily serve as a venue for library-sponsored services, programs, and activities. As an educational institution, the library welcomes the use of its meeting rooms for non-profit educational, civic, cultural, and government groups and individuals that are based in the Longwood community. Meeting rooms may not be used by individuals or organizations for commercial or business purposes, for the personal profit of the applicant or for private social events for individuals. Library-sponsored programs and activities take precedence in the assignment of meeting rooms and may supersede any program scheduled. Any meeting conducted in a library meeting room is open to the public. No admission fees may be charged.

Availability

In order to make the meeting rooms accessible to as many people as possible, the use of library meeting rooms is typically limited to one meeting per month per organization.

Meetings may be scheduled Monday through Friday, 9:45 am to 8:45 pm; Saturday, 9:45 am to 4:45 pm; and Sunday 1:15 pm to 4:45 pm. Meetings should adjourn at least 15 minutes before the library closes. Meetings must be ended and clean-up completed by the time the library closes for the day.

Attendance shall be limited in accordance with these occupancies:

- Community Room-150
- Clemens Room-75
- Kovarik Room-30

The library reserves the right to revoke a meeting room use permit or to reschedule a meeting should there be a conflict with library-related services, programs, or activities; or in the case of an emergency.

Application for Use

The Library Director is authorized by the Board of Trustees to approve, disapprove or revoke the application for room use.

A completed application form must be submitted at least 48 hours before a scheduled meeting. An application must be signed by an authorized representative of the group who is an adult patron of the library in good standing, and a majority of the members of the organization must be library patrons. Said representative must attend the meeting and be personally responsible for the conduct of those attending the meeting and for any damages.

Rooms may be reserved no further than 90 days in advance.

Organizations should immediately notify the Library Director's office in the event they decide to cancel a scheduled date.

Equipment and Supplies

The library is not responsible for supplies, equipment or other items owned by the community groups and used by them in the library.

Library equipment available for public use may include: tables, chairs, microphones, DVD players, Blu Ray players, screen, whiteboard and Smart Board. Any equipment needs must be noted on the room application form. The library can also provide a laptop for computer presentations.

Group Responsibilities

Nothing may be stapled, tacked or taped to the walls, windows, doors or furnishings except at the direction of authorized library staff. Rooms must be left in a neat and orderly condition. If not, a written notice will be given to the group that a second offense will result in its being denied further use of a room.

The possession or use of alcoholic beverages on the library premises is absolutely forbidden. The serving of light refreshments is permitted in designated areas with prior approval.

Nothing shall be sold, given away, exhibited or displayed without permission.

The responsibility for the maintenance of public order and safety at a meeting is that of the applicant. The applicant must alert the audience to the nearest exits from the meeting room and how to evacuate the building in the event of an emergency.

The applicant shall provide adequate responsible adult supervision. Responsible adults must supervise groups whose membership includes minors.

Announcement of meetings in the library shall neither affirmatively represent nor imply that the library is sponsoring the meeting. Use of the library's meeting room does not mean endorsement by the library of the group using it or the program presented.

Personal Liability

Whenever library buildings are used there is the possibility that persons may be injured and may bring legal action against the Library Board of Trustees and/or the contracting organization for personal liability. The Library Board of Trustees carries a public liability insurance policy to protect the library in case any person injured on Library property brings legal action. It is possible that organizations using the property may be sued for personal injury. Each organization should, therefore, protect itself by having a temporary insurance policy protecting it against such legal action. The signature on the bottom of the application is acknowledgment by the organization that it recognizes this responsibility.

Indemnification

By execution of the meeting room application, the applicant hereby indemnifies the Longwood Public Library and its Board of Trustees and employees from any liability or claim arising from the applicant's use of the meeting rooms, and agrees to hold the library, its Board of Trustees, and employees harmless from any claim, lawsuit, or liability which arises from such use, including but not limited to, any attorney's fees, costs, or expenses incurred by the library in connection with defending any claim arising from applicant's use.