



Meeting Rooms Public Use Policy

Library meeting rooms intended are to afford the widest possible use by community organizations within the LUFSD provided compatible with Library operations and services. Library sponsored programs and activities are to take precedence regarding room availability. Meetings are to be of community interest, educational, civic, cultural or recreational and in compliance with the provisions set forth in this policy and New York State Education Law section 414 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 Library prohibits the use of its meeting rooms and meeting 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 discuss current ballot or election issues are permitted in 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 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 prior to an election date. Such meetings are to prohibit partisan political activities, campaign initiatives and/or the promoting, endorsing, or opposing of candidates for office or of ballot or election issues.

Private tutors or other commercial entities are not permitted to use meeting room space.

Please note the following:

1. Applications are to be submitted at least seven (7) days prior to the requested date. Rooms cannot be requested more than three months in advance of the requested date.
2. Applications must be made by adults eighteen (18) years of age or older.
3. The Library assigns meeting rooms based on space requirements. The Venetian room holds 100 people, the Breslau and Linden rooms hold 25 people, and the Learning Lab holds 20 people.
4. **The Library is unable to accommodate weekly meetings of a group throughout the year.**
5. Rooms are available: Monday – Thursday from 9:30 am – 8:30 pm; Fridays 9:30 am – 5:30 pm, and Saturdays 9:30 am – 4:30 pm
6. **Meetings shall be non-exclusive and open to any member of the public who wishes to join the meeting.**
7. Applicants are responsible for contacting the Library regarding potential Library closure on the date of their meeting. (inclement weather). They should check the Library website to see if the building is open.
8. The Library Director or their designee is authorized by the Board of Trustees to review and act upon submitted meeting room use applications.
9. The applicant must notify the Library at least 72 hours prior to a meeting being cancelled.

10. Viewpoints presented by speakers are those of the speakers and do not reflect an endorsement by the Library.
11. Applicants are to be held responsible for the consequences of the conduct of meeting attendees.
12. Announcements 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 at the meeting.
13. Admission fees and/or solicitations are prohibited.
14. 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 selling their books or music at the meeting/event.
15. It is the responsibility of the organization to provide all equipment. Emergency exits must NOT be blocked.
16. The Library is not responsible for loss of supplies or damage to equipment or other items owned or used by community groups and/or individuals.
17. Applicants will be held responsible for damage or loss to the Library caused by room use.
18. The Library will not store a community group's or individual's items.
19. Nothing may be affixed to meeting room walls.
20. Meeting rooms are to be vacated in a neat and orderly condition.
21. While light refreshments may be brought in to serve, alcohol, smoking and/or vaping are forbidden.

APPROVED: October 22, 2016.

Revised: September 20, 2022

Revised: June 21, 2023

APPLICATION FOR USE OF LIBRARY MEETING ROOM SPACE

Please return completed form to the Library or by [email: meetingrooms@lindenhurstlibrary.org](mailto:meetingrooms@lindenhurstlibrary.org)

Name: _____ Date: _____

Phone number: _____ Email: _____

Address: _____ Town: _____

Name of organization: _____

Purpose of meeting: _____

Date(s) requested: _____

Please review and initial each statement:

_____ I have read and will comply with the Public Use of Library Meeting Rooms Policy.

_____ When completed, I will return the meeting room to the condition in which it existed.

_____ I understand that failure to comply with any of the Library's policies and guidelines may result in the loss of future use of meeting room space.

_____ The applicant agrees to hold the Lindenhurst Memorial Library, Library Administration, Board of Trustees, representatives, agents, 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.

(Meeting rooms may only be booked up to three months in advance of requested date)

Meeting start time: _____ Meeting end time: _____ Estimated attendance: _____

Flip over to choose a room set-up request for the Venetian Room only. Breslau, Linden and Learning Lab have a fixed set-up of classroom style (Linden, Learning Lab) and Board room style (Breslau)

Venetian Room (100-person capacity) Breslau Room: (25-person capacity)

Learning Lab (20 person capacity) Linden Room (25 person capacity)

Are children participating in the meeting? Yes No

Check off any equipment needed: Laptop Projector Venetian only DVD player Microphone

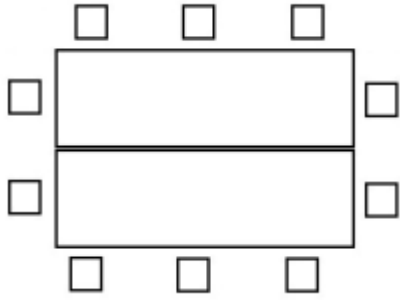
Signature of individual requesting meeting room space: _____

APPROVED: October 22, 2016.

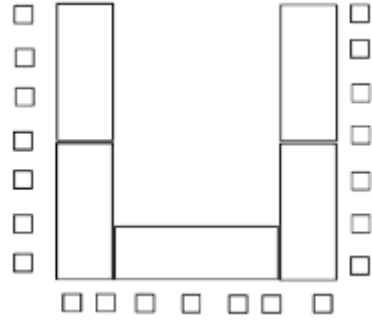
Revised: September 20, 2022

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PLEASE CIRCLE ONE SETUP STYLE FOR THE VENETIAN ROOM ONLY:

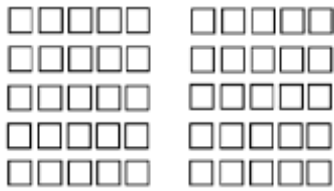


Squared tables with chairs

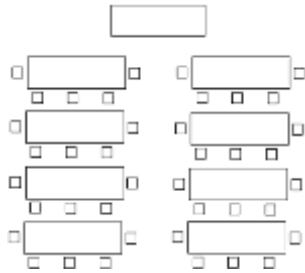


U Shape

Audience Style



Classroom Style



LML STAFF USE ONLY:

Approved: _____ Disapproved - Reason: _____

Signature of Library Director or Designee: _____

BOARD APPROVED: October 22, 2016

REVISED: September 20, 2022

REVISED: June 21, 2023