

# OCEANSIDE LIBRARY

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[www.oceansidelibrary.com](http://www.oceansidelibrary.com)

Karen Porcella, Director

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## MEETING ROOM POLICY

### GENERAL GUIDELINES

The purpose of the Oceanside Library meeting rooms is to promote Library service to the community. Programs given by outside organizations may be held in the Library only if they have a definite relation to the Library's services and objectives and are designed to further the educational, cultural, literary, charitable, or scientific needs of the Oceanside community. All meetings must be free and open to the public. The meeting rooms are not available to individuals for private use or for meetings of a purely social, political, partisan, business, fraternal, athletic, civic, commercial, industrial, or religious nature. Any application from an organization, group, club, or committee of a school district shall not be considered unless it is accompanied by a letter from the Superintendent or Assistant Superintendent of the district stating that there is no available space within the school facilities. No admission fee may be charged nor collection made at meetings held in the Library. We make exceptions for Library co-sponsored education workshops and non-credit adult education courses conducted by established educational institutions.

For the purposes herein, the Oceanside Library shall be referred to herein as the "Library" or the "Lessor," and the organization or group renting/using the room shall be referred to herein as the "Group," or "Organization," or "Lessee."

Meeting Rooms 1 and 2 are available for public use within policy guidelines and only when there is no conflict with Library sponsored activities. The Children's Program Room and Meeting Room #3 are reserved for the exclusive use of the Library. Meeting rooms are available to organized groups from within the Oceanside School District. Applications must be completed by an adult over the age of 18 and signed by an officer of the organization. Student groups must complete the "Application for Use of Meeting Room by Student Groups." An outside group that can demonstrate that at least 50% of its membership resides or owns a business or property in the Oceanside School District is eligible to use the room at the discretion of the Library director. Upon submission of the application, the applicant agrees to the release of his name and telephone

number to any person requesting information concerning an organization's activities or program. Otherwise eligible groups may be denied the use of a meeting room if granting the request interferes with regular Library operations.

### **MEETING ROOM AVAILABILITY AND FEES**

Meeting Rooms are available Monday through Thursday from 10am to 9pm. A fee of \$25 is charged for the use of either Meeting Room. Payment must be made by check to the Oceanside Library at least seven days before the scheduled meeting. If a group wishes to cancel, 24-hour notice must be given to the Library, and fees will be refunded only with such notification.

Reservations may be made no more than six months in advance of a scheduled meeting and are limited to three per calendar year. No reservations may be made on a permanent, year-round basis. Groups must re-apply for an extension.

### **ROOM SET-UP**

After an application has been approved, the organization must inform the Library of the preferred room set-up. The Library will only set up Library-owned furniture and equipment.

### **AUDIOVISUAL EQUIPMENT**

Limited Library-owned audiovisual equipment is available to renting organizations. A qualified operator for the organization must become familiar with the operation of the equipment by appointment during regular Library hours prior to the scheduled meeting. A Library staff member will work with the organization's representative but will not be available for assistance during the scheduled meeting. The Library reserves the right to deny a group the use of any audiovisual equipment if, in the opinion of the Library staff member, the group's representative is not qualified to operate such equipment.

### **REFRESHMENTS**

Light refreshments (coffee, tea, dessert) may be served only with the prior authorization of the director. If needed, tablecloths must be provided at the organization's expense. Alcoholic beverages are prohibited on Library property.

### **COPYRIGHTED MATERIALS**

All audiovisual materials brought into the Library to be shown and/or heard at meetings must have public performance rights in accordance with federal copyright law. If a group uses a copyrighted work without prior authorization, the owner may be entitled to bring an infringement action against the group. It is the sole responsibility of the group to obtain such rights and/or permission. There are circumstances under the fair use doctrine that allow a quotation or sample

to be used without permission. Similarly, uploading or downloading works protected by copyright without the permission of the copyright owner is an infringement of the owner's exclusive rights of reproduction and/or distribution. The Copyright Office recommends that permission be obtained directly from the copyright owner. Any violation or claim of infringement shall be the sole responsibility of the group using such copyrighted material and in such an event, the group agrees to hold harmless and indemnify the Library should any claim of infringement or violation thereof be brought against the Library.

### **PUBLICITY**

The Library does not provide publicity for outside groups; the renting organization is responsible for all publicity. Publicity materials may not list the Oceanside Library as a co-sponsor of an event or meeting unless the event has been officially approved and designated as such by the director. Neither the name nor the address of the Oceanside Library may be used as the official address of any organization, nor may they be used for any purpose other than to identify the location of the program. The Library's telephone number may not be included in any publicity distributed by an organization. The Library requires that all printed material, press releases, posters, and other publicity include a contact phone number for the organization renting the room and that such material be approved by the director prior to distribution. Exhibits, decorations, or signs will be permitted only with the advance approval of the director. No publicity may be posted on the exterior of the Library building. All meetings must be open to the general public, and any publicity indicating that a meeting is not open to the general public will be cause for its immediate cancellation by the Library. All literature and other items to be distributed at a meeting must be submitted to the director for approval at least seven days prior to the event. Photography and video recording are not permitted in the Library without the express prior written consent of the director. Media coverage of events in the Library must be authorized by the director.

### **EMERGENCY CLOSINGS**

In the event of an emergency closing of the Library, all scheduled meetings are automatically cancelled. Where feasible, the Library shall make every effort to reschedule a cancelled event. If the event is unable to be rescheduled, the Library shall refund any monies paid to the Library for rental of the room. However, under no circumstances shall the Library be responsible for any costs, loss, damages or expenses due to the cancellation.

## **LIABILITY OF RENTING ORGANZATIONS**

LESSEE (the group or organization renting the space) MUST GIVE THE LIBRARY A CERTIFICATE OF INSURANCE INDICATING COVERAGE OF \$1,000,000/\$2,000,000 NOT LESS THAN TEN BUSINESS DAYS PRIOR TO THE DATE OF THE MEETING.

Groups using the meeting rooms will be held financially responsible for any loss or damage to the facility, including cleaning costs and damage to Library-owned equipment and furnishings. The lessee understands and agrees to hold the Library harmless and to indemnify the Library for all claims of loss, damage or injury by a member affiliated with Lessee or by a third party where such claims are related to the Lessee's activities on the premises.

## **LIBRARY LIABILITY**

The Library assumes no responsibility for any equipment, supplies, or materials that an organization may have on Library premises. The Library is not responsible for damage to, or loss of, property left in the meeting rooms. The Library assumes no responsibility for personal injury received on the premises arising out of the Lessee's use or operation of the premises. The Library will not store materials for an organization, and items left in the building will be considered abandoned property and disposed of after 30 days. The Lessee expressly agrees and understands that in the event of cancellation of a program or meeting, for any reason, the Library shall not be responsible for any claims of loss, damage, costs or expenses associated with the cancellation.

**Any violation of this Policy may result in the denial of future use of the Meeting Rooms.**