

Manhasset Public Library Policy for Public Meeting Rooms

The Manhasset Public Library (MPL) provides meeting rooms for Library-Sponsored, Library Co-Sponsored, and non-library group programs as part of its service to the community for events of an educational, informational, cultural, philanthropic or civic nature. When not in use for scheduled Library activities, these spaces are available to Manhasset organizations, subject to the following policy regulations. The use of a Library Meeting Room requires completion of an online request, available on the library's website. Proposed use of meeting rooms must state the benefit to the Manhasset community. All requests are subject to approval by the Library Director.

Article 6 of the *Library Bill of Rights of the American Library Association*, serves as the basis for open access to public meeting room use:

"Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use."

1. All events in these spaces must be open to the Public and Library Staff, and are subject to a signed agreement that users will comply with Library policies. Violations of policies will be grounds for denying a group access for future events.
2. In compliance with the Fire Code, capacity of each space must be strictly enforced. All fire exits and exit routes must be kept clear and unobstructed at all times, with no propping open of fire doors and no non-emergency use of emergency or staff areas.
3. Each group utilizing Library space assumes full liability for damage or loss of Library property.
4. No public meetings may extend beyond the scheduled time, Library hours of operation, or emergency closing. Room use can be preempted by the Library. The Library reserves the right to modify reservations to optimize Library space, as needed. All attendees are restricted to public spaces of the Library.
5. No admission fees, membership dues, or other charges may be collected in the Library. Library spaces may not be used by an individual or organization for personal profit, aggrandizement, advertisement, or for commercial purposes, including the selling of services or goods. No fundraising or solicitation is permitted. Library-sponsored programs and events may involve fundraising and fees that benefit the library. MPL Staff should not be offered any gratuities.
6. Smoking, vaping and alcoholic beverages are prohibited on Library property, as are illegal substances and behaviors.
7. Proposed program purpose, participants, and needs (A/V, set-up and seating) must be described in writing to be vetted by Library prior to approval of room request.

- a. Without prior written agreement, no food or beverages except individual bottles of water may be served or consumed.
- b. Audiovisual or other equipment owned by the Library may be requested and reserved. Scheduling a test of equipment compatibility prior to the program or meeting is suggested. The Library is not responsible for unanticipated WIFI disruption.
8. Any threatening, aggressive, or unruly behavior by any person attending an event shall be grounds for that person to be directed to leave the premises immediately, and possibly banned from attending future events.
9. Meeting rooms are not available for rental purposes.
10. In the event of emergency closing of the Library, all scheduled meetings are automatically canceled. The Library shall make every effort to reschedule a canceled event when practical.
11. Under no circumstances shall the Library be responsible for any costs, loss, damages or expenses due to any change affecting a reservation.
12. All requests for meeting space require the applicant to hold a valid Manhasset Library card.

It is the intent of the Library Board of Trustees to make these spaces available to local organizations, but the granting of permission for such use does not in any way constitute an endorsement of the purposes or opinions of any applicants.

Library-Sponsored Programs

1. Library-Sponsored programs are defined as those programs vetted, marketed and promoted by Library Staff. All program-related costs are borne by the Library. Fees may be charged to offset program costs.
2. Whenever possible, Manhasset Residents with a valid Manhasset library card are seated first, then non-residents, space permitting.
3. Groups coming via bus from facilities in the area must call Library Administration 72 hours in advance.

Library Co-Sponsored Programs

1. The Library may choose to co-sponsor programs with outside groups, particularly local non-profits or self-organized Manhasset residents whose programs benefit the community — at the discretion of the Library.
2. Co-Sponsored programs involve co-branding and require significant collaboration, and they may involve library resources.



3. Library authorization of co-sponsored programs is conditional. Co-sponsoring one program does not imply co-sponsoring future programs, and the extent of library resources and the degree of collaboration will be determined on a case- by-case basis.

Non-Library Group Meetings

1. The applicant must reside in Manhasset and hold a valid Manhasset library card. This applicant/patron will be responsible for signing the Meeting Room Policy and must assume responsibility for the space. Non-profit groups will be given preference.
2. The applicant/patron should apply in advance of the event and include meeting purpose, number of participants, and program needs, along with the benefit to the community. If library resources may be needed, details must be provided.
3. If accepted, the applicant/patron assumes all program-related costs, and remains responsible for the use of the meeting room; the conduct of all persons involved with the event; and should be present throughout the duration of the meeting.
4. The Library is not responsible for registration, any needed funding, or publicity.
5. Publicity for non-library sponsored meetings, programs, or events may include “Manhasset Public Library” only as the *location* of the event.
6. No requested space — whether for one-time, or for any ongoing series of meetings — is reserved before receiving written Library approval. The Library reserves the right to limit the total number of dates approved in any six-week period, particularly for high-demand times or spaces.
7. Groups of minors may use a room with appropriate adult supervision.

I have reviewed the attached MPL Public Meeting Rooms Policy. My signature means that I understand and agree to the terms and conditions as stated, and that I have been given a copy for discussion with my attendees.

Kindly acknowledge your understanding of and agreement to the foregoing by

- (1) Signing this letter in the space provided below.
- (2) Returning the fully signed copy to MPL.

Signature of Individual Requesting MPL Space

Date

Print Name

MPL Representative

Date