

## PUBLIC USE OF MEETING ROOMS

- Permission to use Connetquot Public Library meeting rooms may be granted to nonprofit organizations. Application to use a meeting room must be submitted by a member of Connetquot Public Library 18 years and older on behalf of the organization. All applications must be made online. Applicant must certify that the meeting room shall be used only for the specific activity stated on the application and for no other purpose whatsoever. A separate application must be made for each date requested.
- Meeting rooms are available for request: Monday through Friday between 10 AM and 8:45 PM; Saturday between 10 AM and 3 PM.
- Classes, events and meetings sponsored by Connetquot Public Library shall have priority over all other activities. The Library reserves the right to deny or revoke a meeting room use request or to reschedule a meeting should there be a conflict with Library related services, programs, or activities; or in the case of an emergency.
- Approval of a request does not imply endorsement of an organization by Connetquot Public Library. All announcements or publicity may only mention the Library as the venue, but not the sponsor of an event nor as the headquarters of an organization. Contact information for Library may not be given to obtain more information for the event.
- Applicant is responsible to notify the Library if a meeting is cancelled as soon as possible. If not, a written notice will be given to the applicant stating that a second offense will result in denial of further meeting room use.
- Meeting rooms will be furnished with tables and chairs upon request. No additional furniture, supplies or equipment are available for use.
- Applicant is responsible for the maintenance of public order and safety at a meeting. Adequate responsible adult supervision shall be provided by the applicant. Groups whose membership includes minors must be supervised by an adult 18 years and older. Meeting cannot disrupt the operations of Connetquot Public Library.
- No admission fees may be charged; no donations may be solicited or accepted; nor may any items be sold. Use of the facilities will not be granted for fund raising purposes, except with the explicit consent of the Executive Director.
- The applicant is to execute a hold-harmless/indemnification agreement in favor of Connetquot Public Library, its Board of Trustees, and its employees from any liability or claim action or loss arising from the applicant's use of the meeting room to include the cost of legal fees, costs, or expenses incurred by the Library in connection with defending any claim arising from the applicant's use. The signature of the applicant on the meeting room use application is acceptance by the organization, group, or individual of the indemnification responsibility.
- The meeting room must be left in a neat and orderly fashion. If not, a written notice will be given to the applicant stating that a second offense will result in denial of further meeting room use.
- The applicant acknowledges the possibility that persons may be injured and may bring legal action against the Library and/or the contracting organization for personal liability. Each organization should, therefore, protect itself by having a temporary insurance policy insuring it against such legal action.