



# COPIAGUE MEMORIAL PUBLIC LIBRARY

50 Deauville Boulevard, Copiague, New York 11726-4100 Tel 631-691-1111 Fax 631-691-5098

## **Meeting Room Guidelines**

Each organization requesting use of the meeting room must observe the following regulations:

- The individual submitting and executing the application shall be responsible individually and on behalf of the group for all supervision and any damages that may occur. The Library assumes no responsibility for an organization's equipment, supplies, or materials which may be used or stored on the premises.
- Attendance at meetings is limited to that number of persons cited on the application as attending and lawfully permitted to assemble in the meeting room.
- The Library assumes no responsibility for any loss, damage, or injury by reason of any act of negligence or non-compliance on the part of the group, its members, officers, agents or any person using the premises related to the group's activities.
- No product or service may be permitted to be sold, except in the case of payment for materials required for Library sponsored programs or as approved by the Director.
- Groups meeting in the Library may supply their own light snacks and/or beverages with Library approval. Serving outside food during any Library program or event is prohibited without permission from the Director. Alcoholic beverages are strictly prohibited.
- No printed materials may be distributed on Library property without permission of the Library Director. Requests for permission to display exhibits will be treated in the same manner.
- All publicity [e.g. posters, brochures, flyers, and radio or television announcements] must carry the name of the organization sponsoring the meeting. The Library may not be identified as a sponsor.
- No program in the Library may be broadcast or televised without permission of the Library Director.
- There is no smoking permitted on Library grounds.
- If a hearing-impaired person or persons so requests at least one [1] week before a meeting, the group or organization using the meeting room must provide a sign-language interpreter.
- No group or organization using the meeting room will discriminate on the basis of federal or state public accommodations law.
- The Library in its sole discretion reserves the right to refuse or withdraw use of the meeting room when a clear or present danger exists that public disorder or possible damage to Library property will result from a proposed use or if the proposed or actual use does not conform to the stated purpose on the application or to the policies of the Library.