



MEETING ROOM POLICY

The Meeting Rooms of the Community Library are available for nonprofit educational, recreational, cultural and civic purposes on an equitable basis, without regards to the beliefs or affiliations of individuals or groups requesting their use.

Use of Library Meeting Rooms by Community groups, organizations or individuals in no way implies endorsement of their policies or activities by the Library or anyone connected with the Library.

Applicants requesting the use of the meeting rooms agree to the following conditions and procedures:

1. Rooms may be booked by a library patron with an up-to-date library card, or on behalf of a cardholder in the case of tutoring/social work. Applicants must attend the booked meeting.
2. Rooms may only be used for non-profit purposes and all meetings are to be open to the public.
3. Reservations may be made up to 3 months in advance, and no later than 2 business days in advance.
4. You must notify the library immediately in the event of cancellation or postponement: Reservations will be canceled 15 minutes after the start time if the applicant is a no-show, and the room will be made available to other patrons. No-shows may not reserve a room again for three months.
5. Minors must be supervised by an adult that is present in the meeting room at all times. In the case of children under the age of 18 who may be receiving tutoring or social services in the Library, they are the responsibility of the tutor while on Library property until they are released to a parent/guardian. Parents of children receiving tutoring/social services are strongly encouraged to remain in the Library.
6. The library reserves the right to cancel meeting room use for any reason. In the event of inclement weather or other emergency, the applicant bears the responsibility of contacting the library.
7. The Library may prohibit meeting room use during infectious disease outbreaks/public health emergencies that warrant limiting the number of patrons that are in the building at one time, or when social distancing measures are placed in effect by local, town, county or state directive or emergency order.
8. Limited food or drink may be served in the meeting rooms. Attendees may have covered drink containers and prepackaged snacks in some of the meeting rooms.
9. The applicant's name and contact information will be made available to any person requesting information about the meeting and/or organization.
10. The applicant assumes responsibility for maintaining public order and safety in the Meeting Room, and for ensuring that all in attendance observe the Library's Rules of Conduct.
11. The applicant is responsible for any damage or loss that results from the use of the meeting room.

Booking a meeting room means that you and your organization agree to abide by these rules. The applicant holds harmless and indemnifies the Library and its Board of Trustees and Staff from any liability, claim, or lawsuit arising from the use of the Meeting Room.

The final and sole interpretation of this policy rests with the Library Board of Trustees. Implementation and enforcement are delegated to the Library Director or the Director's designee.

How to reserve meeting rooms at your library

- ◆ Email mtg@communitylibrary.org with the following information:
 - ◆ Your name and library card number,
 - ◆ Purpose of meeting,
 - ◆ Name of organization (if applicable),
 - ◆ Number of people expected,
 - ◆ Preferred location,
 - ◆ Potential date(s) and time(s): *meeting rooms are only available during library hours,*
 - ◆ Any extra requests - whiteboard, smartboard, computer access, etc.

Mastic Beach 369 Neighborhood Rd	Moriches 201 Montauk Hwy	Mastic Recreation Center (temporary) 15 Herkimer St
<ul style="list-style-type: none"> ◆ Adult Program Room <ul style="list-style-type: none"> ◆ Capacity 16 ◆ Smartboard ◆ Lobby Room 1 <ul style="list-style-type: none"> ◆ Capacity 11 ◆ Lobby Room 2 <ul style="list-style-type: none"> ◆ Capacity 11 ◆ Smartboard ◆ Lobby Room 1+2 combined <ul style="list-style-type: none"> ◆ Capacity 22 ◆ Smartboard 	<ul style="list-style-type: none"> ◆ Room 1 <ul style="list-style-type: none"> ◆ Capacity 17 ◆ Room 2 <ul style="list-style-type: none"> ◆ Capacity 18 ◆ Smartboard ◆ Room 1+2 combined <ul style="list-style-type: none"> ◆ Capacity 35 ◆ Smartboard 	<ul style="list-style-type: none"> ◆ Small Study Room <ul style="list-style-type: none"> ◆ Capacity 4 ◆ Larger Rooms available some evenings. <ul style="list-style-type: none"> ◆ No technology available ◆ Room setup cannot be changed <p>Email mtg@communitylibrary.org for more information.</p>

* Whiteboard w/dry-erase markers, smartboard, and laptop available—must request at time of room reservation. Only at Mastic Beach and Moriches.

* *Room capacity may change depending on setup—more tables will mean less space for participants.*

<p>Library Hours: Monday – Thursday: 9am – 9pm Friday: 9am – 6pm Saturday: 9am – 5pm Sunday: 12pm – 4pm* <i>*September 10, 2023 through June 16, 2024</i></p>	<p>Customer Resource Services www.communitylibrary.org 631-399-1511 mtg@communitylibrary.org</p>
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