



Wantagh Public Library

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Policy for the Use of the Wantagh Public Library Community Room

*Adopted by the Board of Trustees May 1, 1975
Revised, July 13, 1998*

The Wantagh Public Library is a community center whose facilities are available for various community meetings, programs, events and activities. The intent of this policy is to make the library's limited meeting room space available on as widespread and equitable basis as possible for educational, recreational, cultural, informational and civic purposes conducted on a non-profit basis.

Library activities and library-sponsored programs take precedence over use of the facilities by an organization, group or individual, and the library reserves the right to cancel an organization's scheduled use upon reasonable notice. It may be necessary to limit any organization to one meeting per month.

The Community Room facilities shall be available to any sectarian or political organization if the program presented is open to the public, is of an educational and/or general interest, and not of a particular religious or political persuasion.

Use of the library's facilities by an organization, group or individual is subject to review by the Board of Trustees. The fact that an organization is permitted to meet at the Wantagh Public Library does not, in any way, constitute an endorsement of the group's policies or beliefs by the Library Board or Staff but rather an affirmation of the "American Library Association's Library Bill of Rights Concerning Meeting Rooms" which states:

"As an institution of education for democratic living, the library should welcome the use of its meeting rooms, for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members provided that the meetings be open to the public."

If a question is raised as to the objectives and activities of any organization, group or individual requesting the use of the meeting room, the Library Board shall be the final authority in granting or refusing permission for the use of the Library's Community Room.

Because of the large number of organizations requesting the use of the library's facilities and the limited space available, only those organizations with 50% of their members residing in the Wantagh School District will be scheduled to meet in the Library's Community Room on a regular basis. In order that a determination of an organization's eligibility can be made, the library reserves the right to request a current membership list with the names and addresses of all participating members. The Board of Trustees reserves the right to waive the residency requirement if it is deemed proper and in the best interest of the library to do so.

The Library Director may grant the privilege of using the Community Room to organizations, groups or individuals subject to the following conditions:

1. An application to use the Library's Community Room must be filed with the Director's Office four weeks prior to the requested date. All applications are subject to the approval of the Board of Trustees and will be confirmed in writing. The person responsible for the activities of the group should present this approval to the custodian of the building at the time of use. The application is not transferable and valid only for use of the library premises on the date and time specified.
2. A copy of the "Wantagh Public Library Rules For Use of the Community Room" will be given to the applicant at the time the room is booked.
3. All programs, meetings, and events shall be open to the public without admission charges, fees or collections. Organizations may not use the library facilities to raise funds or for any commercial, profit-making purpose. The Community Room may not be used for student recitals or concerts sponsored by private schools or by individual teachers who give for-profit lessons.
4. Neither the name or the address of the Wantagh Public Library may be used as the official address or headquarters of any organization, group or individual nor may the Wantagh Public Library be used for purposes other than to identify the location of the program. Any unwanted implication that a program is sponsored or endorsed by the Wantagh Public Library will constitute sufficient grounds for immediate cancellation of an organization's meeting room privileges.
5. Organizations, groups and individuals using the library's premises are responsible for maintaining order at meetings, programs or special events and must adhere to the Wantagh Public Library's "Policy on Proper Conduct in the Library." Groups composed of minors must have adequate adult supervision. Minors will not be admitted to the Community Room before the adult supervisor arrives.
6. It is required by the Board that a library custodian be in charge of the building facilities at all times. The Community Room is available every day that the Library is open. Organizations using the Community Room must conclude their meeting and vacate the room at 10:00pm or one-half hour before the custodian is scheduled to leave the building.
7. Exhibitions of art, crafts and other displays, which will in no way interfere with the normal use of the room for program purposes, are permissible if such exhibits conform to the library's display policy. Such exhibitions will be open only during regular library hours. The North and South walls are not to be used for displays. No scotch tape, nails, tacks, pins, masking tape, or adhesive of any kind is to be attached to the walls of the meeting room.

8. Private property to be used, demonstrated, exhibited, shown, or merely brought into the library is the owner's responsibility. Individuals and organizations using the Community Room are not to leave or store their materials or property on library premises without the permission of the Director. The Wantagh Public Library assumes no responsibility for any property used or left in the library by any group or organization. The library custodian is not required to move or transport private property. Staff Entrance may be used to bring equipment into the building or remove it. Applicant must be accompanied by a custodian or staff member.

9. The library custodian is not required to move or arrange furniture or equipment. Organizations, groups and individuals requiring special furniture arrangements may move the furniture accordingly. These groups are responsible for returning the furniture to the original arrangement. In the event a group needs to use the piano or kitchen facilities, prior approval must be obtained from the Director.

10. Light refreshments may be served. The organization or individuals using the Community Room and kitchen are responsible for supplying all equipment and immediate clean-up. Any infraction will be grounds for prohibiting future use.

11. Audio-visual equipment to be provided by the library must be requested in advance, preferably at the time the Community Room is reserved. If a library projector is to be used, the organization must provide a qualified projectionist. In the event an individual or organization needs entry into the projection booth, he/she is to be accompanied by a staff member or custodian. Videotapes and 16mm films are protected by copyright laws and, if not designated as Public Domain Material with Public Performance Rights, cannot be shown in the Community Room.

12. Any organization, group or individual using the Community Room will be responsible for all damage to any property of the Wantagh Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.

13. All organizations, groups and individuals using the Community Room shall indemnify and hold the Wantagh Public Library harmless from any and all liability, losses, claims, damages, costs and expenses arising directly or indirectly from their use of the Community Room or from the acts or omissions of any member, officer, employee, agent or invitee of the organization or group, or individual of the organization or group using the Community Room.

14. A group or organization using the Community Room shall carry their own comprehensive general liability policy naming the Wantagh Public Library as an additional insured and providing protection at a minimum level of \$500,000 property damage liability and \$1,000,000 personal liability coverage. The Board of Trustees reserves the right to waive or amend this requirement as circumstances warrant. A Certificate of Insurance must be submitted with the application for use in the Community Room.

15. Smoking is not permitted on library premises. The capacity audience of the Community Room has been posted by the Wantagh Fire Marshall and must be adhered to at all times.
16. Library areas open to organizations are the rear vestibule (when the Library is closed), public lavatories, Community Room, and the staff kitchen. Organizations are not to enter, meet in, or congregate in offices, staff room, storage room, or main library.
17. Violation of the above rules by any organization, group or individual using the library's facilities may result in cancellation of Community Room privileges.
18. The Wantagh Public Library supports the American Library Association's policy on "Meeting Rooms", an interpretation of the Library Bill of Rights.
19. The Wantagh Public Library Board of Trustees reserves the right to waive these rules or make any further rules pertaining to the use of the library facilities that it may deem proper and in the best interest of the library.