

USE OF FACILITIES BY COMMUNITY ORGANIZATIONS POLICY

The Board of Trustees feel that the Hampton Library should serve as a community center and it hopes that the largest possible number of district residents will use the Library. The Hampton Library's facilities are operated to meet the educational, informational and entertainment needs of Library district residents.

The program room and other designated space at the Hampton Library may be used by community groups and organizations whenever possible subject to the guidelines described below. While the Library welcomes such groups, its own programs take precedence over other activities. Priority will be given to applicants in the Hampton Library district, then to residents of other communities.

Use of the Library's facilities is subject to all applicable federal, state and local laws and regulations as well as policies set forth by the Library Board of Trustees.

No smoking on Library premises.

No alcoholic beverages may be served.

No admission fees may be charged.*

No donations may be solicited

No items can be sold or raffled.

** An exception MAY be made with approval by the Library board in the case of educational classes where the instructor charges a fee, but the class must be open to public enrollment.*

The Library facilities may not be used for:

- Religious instruction or as a place of worship.
- The advancement of partisan political agendas.
- Fundraising.
- The advancement of commercial or profit-making enterprises.
- Private social events.

The Library reserves the right to revoke a meeting room permit should a scheduling conflict arise, the facility be needed for a library sponsored program or activity or in case of a weather or other emergency.

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

The Hampton Library *Use of Facilities By Community Organizations* policy does not apply as policy for the Hampton Library's own use of the facility.

APPLICATION PROCESS

Application to use the Library's facilities must be made at least thirty (30) days in advance of the intended use and in writing on the application form, must be submitted to and signed by the Library Director. Applications for use of the facilities made fewer than thirty (30) days in advance will be approved at the discretion of the Library Director. Scheduling availability and meeting room assignment will be determined solely by the Library. The Director will notify applicant on the action taken.

ORGANIZATION'S RESPONSIBILITIES

1. The organization must designate a representative who will complete and sign the application form. By signing the form the applicant agrees to abide by Library policy, to use the premises only for the stated purpose, and authorize the release of the representative's name and telephone number to any person inquiring about the program.
2. Use of Library facilities does not imply the Library or anyone connected with the Library endorses the organization's beliefs or program. In any publicity or media coverage for the organization's program, it must be clear that the Library is merely the location of the program, not its sponsor. The organization must adhere to the agreement that all inquiries about the program will be directed to the designated representative and that that representative's contact information is clearly printed on any publicity material.
3. The signature of the applicant's representative on the application form is acceptance by the organization of a hold-harmless/indemnification agreement in favor of the Library, its Board of Trustees, and its employees from any liability or claim action or loss arising from the applicant's use of the facility 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 Library assumes no responsibility for an organization's equipment, supplies or materials on the premises.
4. The organization assumes all responsibility for maintenance of public order and safety.
5. Minors attending an organization's program must be supervised by responsible adults at all times.
6. If a meeting is cancelled, the Library must be notified as soon as possible and the organization is responsible for notifying attendees.

ROOM REQUIREMENTS

1. The room shall be available when the Library is open when no fee will be charged. Room use at other hours is at the discretion of the Director. There will be a fee of \$25.00 (twenty-five dollars) per hour for use at other hours.
2. No meeting or program in the Library may be broadcast or televised without the Library's permission.
3. The meeting room must be left in a neat and orderly fashion.
4. The maximum capacity of the meeting room is 50 people with tables and chairs or 107 people seating/standing. Attendance will be limited to this number. The maximum capacity of the Library facilities is set by the fire marshal and attendance will be limited to this number.
5. The Library is not responsible for the safekeeping of any supplies, equipment or other items brought by the applicant or by persons attending the meeting. The Library cannot store material for organizations using its facilities.
6. No nails, staples, adhesive tape or tacks may be used on the walls of the Library. Decorations, scenery, or signs are no permitted. No electrical equipment other than standard audio-visual presentation equipment may be used in Library rooms.
7. Refreshments, if served, must be provided by the group and must be limited to finger food. The Library kitchenette may not be used for cooking, heating, or food preparation.

See also:

THE HAMPTON LIBRARY AGREEMENT FOR
USE OF FACILITIES BY COMMUNITY ORGANIZATIONS

THE HAMPTON LIBRARY
USE OF FACILITIES BY COMMUNITY ORGANIZATIONS
INDEMNIFICATION AGREEMENT

**AGREEMENT FOR USE OF FACILITIES
BY COMMUNITY ORGANIZATIONS**

Date of Application: _____

Organization: _____

Address and phone number for Organization:

(_____) _____ - _____

Name of representative filing application: _____

Contact information for representative:

(_____) _____ - _____ (_____) _____ - _____

Email address: _____

Mailing address: _____

Day and Date requesting use of facility: _____

Time of program* _____ - _____

(Starting & ending time including setup and break down)

*Please note that regardless of your setup, you must include time for setup and cleanup.

Library hours are: Mon-Thurs 9:30 a.m.-7:00 p.m., Fri-Sat 9:30 a.m.-5:00 p.m., Sun 1:00-5:00 p.m.

Person responsible during meeting if different from above:

Purpose of event: _____

Type of event (meeting, reception, lecture):

Number of people expected: _____

Furniture requirements and arrangement (chairs, tables, lectern, etc)

Library equipment requested: _____

Audio-visual equipment needs (microphone, VCR, DVD, CD, Power point, etc.)

Refreshments planned: _____

Note: The Library's kitchenette is not available for cooking or preparation of food.

Special services required for consideration:

I have read the Hampton Library policy of *Use of Facilities By Community Organizations*, and all the rules and responsibilities and I am fully authorized to pledge my organization to a faithful execution of them.

Signature: _____ Date: _____

**USE OF FACILITIES BY COMMUNITY ORGANIZATIONS
INDEMNIFICATION AGREEMENT**

In consideration for its utilization of the premises of the Hampton Library in Bridgehampton ("LIBRARY"),
_____ hereby undertakes to indemnify, hold harmless and provide reasonable
attorney's fees to the LIBRARY for the defense of any claims and/or actions brought against the LIBRARY, its
agents, employees, volunteers and trustees, individually or collectively, arising out of the
_____ 's use of the LIBRARY'S
premises including any claims or actions based upon the content of or representations made at the event held by
_____ within the LIBRARY'S premises.

We have read and agree to abide by the regulations and undertakings set forth herein.

Organization _____

Name of authorized officer: _____

Signature of authorized officer _____

Address _____

Phone(s): (_____) _____ - _____ (_____) _____ - _____

Accepted: _____

_____, Director
The Hampton Library

Date: _____

Cc: Board of Trustees
File