POLICY 307
USE OF AREAS OF PUBLIC ASSEMBLY

The Board of Trustees of the Hewlett-Woodmere Public Library encourages the use of Library facilities for educational, recreational and charitable activities that will increase public awareness of the Library, and will contribute to the vitality of the community.

The Library Board is permitted by law to adopt reasonable regulations for use of the building or grounds for certain public purposes, including voter registration, primaries and elections. Meeting Rooms may be used by not-for-profit organizations, the majority of whose membership is comprised of residents of the Hewlett-Woodmere Union Free School District. However, these privileges may be extended to organizations that serve the residents of the Hewlett-Woodmere Union Free School District, but are outside of the School District and do not support the Library with local taxes (i.e. areas of Valley Stream, Lynbrook, Hewlett Harbor, Atlantic Beach, Inwood, Cedarhurst, Lawrence, and parts of Woodmere), with permission at the discretion of the Library Board.

To ensure fair and equitable use of Library facilities, the Library Board hereby adopts the following rules and regulations:

- Only not-for-profit organizations meeting the previously stated criteria will be approved by the Library Board. The use of the facilities by individuals will not be approved. Before any date is confirmed for use by an organization, the Library Board must approve that organization. Application for approval should be submitted to the Library Director two weeks before a regularly scheduled Board Meeting, which is the second Monday of each month. It does not meet in August. A date may be reserved in expectation of Board approval. Following approval of the organization by the Library Board, an officer of the organization must fill out a reservation form, requesting a particular date.

- All meetings, entertainment and uses shall be non-exclusive, and shall be open to the general public.

- Programs and activities sponsored by the Library or The Friends of the Library shall have precedence in assignment of facilities. The Library Board recognizes the Library’s special relationship with The Friends of the Library, an organization whose sole mission is to support, enhance and supplement the activities of the Library.

- Approved Library Staff must be in charge of the building at all times.

The number of Library staff assigned is at the discretion of the Library Director. This determination will be made based upon availability of staff, the type of program, and the expected size of the audience.

Meetings should end one-half hour before the custodian is scheduled to close the building. Should a program go beyond its expected conclusion, additional fees will be incurred by the organization.

The installation of decorations, scenery, signs, etc. is at the discretion of and must be supervised by Library staff. Moving pianos, library furniture or fixtures is prohibited unless the Library Administration Office or the Librarian-in-charge grants permission to the organization.

- The Library Board assumes no responsibility for personal property left on the premises, or for personal injury received, as a result of the activities of any organization.
• All organizations must follow regulations established by the Nassau County Fire Marshall.
  • Fire exits must be pointed out to all program participants prior to each program.
  • Maximum occupancy levels must not be exceeded.
  • Aisles and exits must not be blocked.

• The applicant or organization using the Library’s facilities assumes full responsibility for the preservation of order in the area being used by the organization, as well as for liability for damage to, or loss of, Library property as a result of the organization’s meeting.
  • Library facilities must be left clean and in good order.
  • Smoking is not permitted in any area of the building.
  • Alcoholic beverages may not be served.
  • Food and drink are not permitted in Gold Hall.

• Publicity or tickets for a specific event should not be printed or disseminated by the organization until the Library will have confirmed the requested date in writing.

• No product or service may be sold.

• No printed material may be distributed on Library property without permission of the Library Director.

• Request for a meeting date should be made at least two weeks before that date.

• An organization sponsoring an event outside of normal operating hours must provide the Library with a Certificate of Insurance, naming both the Hewlett-Woodmere Public Library and the Hewlett-Woodmere Union Free School District as insured.

The Library reserves the right to adjust or waive all fees and charges for the use of its facility by those not-for-profit organizations which sponsor music events for which no admission is charged and which are held during normal operating hours, and for those organizations or municipal corporations that sponsor meetings and forums on topics of general public interest and safety; e.g., The League of Women Voters, Town of Hempstead, or Nassau County.

Organizations may charge admission when events are scheduled outside of normal operating hours, and, in accordance with Section 414 of the New York State Education law, when the proceeds are expended for educational or charitable purposes.

Organizations using the Library are expected to adhere to the policy and procedures related to the use of its facilities. Violations of these regulations may result in the Library Director’s suspending permission to use the facilities, subject to review by the Library Board.

It is understood that organizations given permission to use the Library building or grounds do so under conditions specified by the Library Board. Such permits are not transferable and may be revoked by the Library Board at any time prior to the date of the event specified.

Attachments: Application for approval of Organization Reservation /Confirmation Form Fees Schedule

Revised, July 1988
Complete Revision, April, ‘99
Adopted, Board of Library Trustees, April 12, 1999
Under revision, April 2005
Revised, BOT, May 8, 2006