

Public Meeting Room Policy

Overview:

Recognizing the public meeting rooms as an integral and important part of the community's library resources, the Long Beach Public Library's policy is to make these facilities available to local organizations within the Long Beach School District. Although these rooms are primarily for Library programs and Library co-sponsored programs, other organized groups wishing to meet for educational, cultural, recreational or civic purposes are encouraged to apply. Meeting rooms are provided on an equitable basis regardless of beliefs or affiliations of individuals or groups. In so doing, the Library affirms its support of the American Library Association's policy on meeting rooms.

Meetings of a commercial, fundraising, illegal or private nature, and those which promote the practice, observance or solicitation of religion, are prohibited. Further, the Library cannot be used for religious worship services or as a house of worship. Meetings of political organizations* as defined by Election Law Section 1-104, Subdivision 3 and Education Law, Section 414 (1) (e) and electioneering within the Library are prohibited. Further, the Library reserves the right to reject any application by an organization whose proposed meeting poses an imminent danger to the public.

General Guidelines:

1. Meeting rooms are available only for non-commercial purposes. Meetings must be open to the general public and be free of any charge and/or solicitations for commercial transactions or membership. The sale, excepting transactions by the Library and the Friends of the Library, and/or solicitation of products and/or services is prohibited. Granting use of meeting rooms does not constitute endorsement by the Library of the aims, policies or statements of the organization or its program(s). As such, meetings not co-sponsored by the Library may not be publicized in a manner suggesting Library sponsorship. Neither the name nor address of the Long Beach Public Library may be used as the official address or headquarters of an organization.
2. All literature and other items to be distributed at a library meeting or program must be submitted to the Director or his/her designee at least five (5) days prior to the event. Presenters' contact information and fact sheets relevant to the presentation would be acceptable. Solicitations for commercial transactions, electioneering material, and pricing for service lists are unacceptable. If approved, items will be made available upon exiting the meeting space. Business cards need not be approved by Library administration and may be distributed within the Library.
3. Facilities are available during normal library hours; however, all meetings at the main building must be terminated and the building vacated by 9:30 p.m. Monday through Thursday; 5:45 on Friday and 4:45 on Saturday and Sunday (the latter when the Library is open for service mid-September through mid-June). Meetings in the branches are subject to approval by the Director.
4. Permission can be granted to a group whose members are 18 years of age or under; however, at least one adult for every 10 minors must attend all meetings and be

responsible for conduct. This adult must submit the application and be the authorized representative referred to in the application.

5. Those utilizing meeting rooms shall submit the Meeting Room Application form prior to their scheduled meeting, restrict activities to areas assigned by the staff, agree to observe all Library regulations, exercise the utmost care in the use of the premises and property, and compensate the Library for any damages arising from use.
6. Organizations may reserve the facilities for a number of meetings depending on availability and Library programming; however, should the nature of a specific meeting depart from the original application (e.g. a speaker invited, a film shown, etc.), the Library must be informed in writing at least one week prior to the meeting in question. Failure to do so can result in cancellation of said meeting.
7. Light refreshments, tea, coffee, sandwiches and cake may be set up. While coffee and tea makers are available; dishes, silverware, trays or other utensils will not be provided. There are no storage facilities and all refuse must be placed in containers supplied by the Library. The Library is not responsible for the theft or damage of any property brought to a meeting. Alcohol, cell phone use and smoking are prohibited.
8. The Library's audio and visual equipment is available for use; however, the need for such equipment must be indicated on the application form. Only Library personnel may operate this equipment. Since staff must be scheduled, the approximate time the equipment is needed must be provided. For any and all meetings, Library staff must be on the premises. During Library hours, the ranking professional or branch clerk shall be in charge; however, after regular hours and absenting a professional, a designated custodian is in charge.
9. No program in the Library may be broadcast or televised without express written consent of the Director. Organizational materials may not be mounted or affixed to meeting room walls.
10. The capacity of each room is established by Fire Regulations and as such shall be strictly enforced. In further compliance with fire codes, seating arrangement must permit clear aisles and unobstructed access to exits.

Application Procedure:

1. Organizations meeting within the Library are subject to approval by Library administration. First time users must submit a Meeting Room Application (available online and attached) to Library administration at least one month prior to the meeting for consideration and approval. All applications must include the name, address, and telephone number of a contact person. Groups having prior approval must submit their Meeting Room Application at least two weeks prior to their meeting (Library administration may waive any application procedure for organizations having prior approval on a case by case basis). All applications will be considered based on the availability of space.
2. Organizations may request space for one year and are scheduled in the order the applications are received. Reservations cannot be made on a permanent basis.
3. Groups wishing to make arrangements outside the Library's normal hours must apply at least two (2) months prior to the meeting and can be subject to charges, based on staff

salaries and benefits, supplies needed and utility costs. All such meetings are subject to staff availability and may be cancelled absenting sufficient library personnel.

Cancellations:

1. Anything to the contrary notwithstanding, permission to use the Library’s meeting rooms heretofore granted shall be subject to the right of the Library Board to revoke same at any time at their discretion. Since the facilities are principally for library programming, any meeting may be preempted because of such programs. If a meeting is preempted, Library staff will make a reasonable effort to reschedule the date and/or space.
2. If for any reason a group is unable to meet at the scheduled time, it is the responsibility of the group to alert the Library as soon as possible. Should a group fail to provide notification of a cancelation two times, the group will not be permitted to reschedule or rebook a room until coming before the Board of Trustees at their next scheduled meeting.

Fees:

1. There are no fees associated with the use of the Library’s meeting rooms; however, space requested and approved outside the Library’s normal schedule may be subject to such charges based on staff salaries and benefits, supplies needed and utility costs (as determined by Library administration). Such charges must be paid no later than two (2) weeks prior to the meeting.
2. The collection of any monies either as admission fees, donations, raffles, or in any other form on Library premises is prohibited. The Library or Friends of the Library may collect donations or fees if the proceeds are utilized for Library purposes. Organizations are not required to compensate any staff members for services included in room use.

Insurance:

1. The Library assumes no responsibility for an organization’s equipment, supplies or material. The Library shall not be held responsible for any loss or damage to property owned by exhibitors or users of the meeting rooms except as provided by the Library exhibitors insurance.
2. The applicant promises and agrees to save the Board of Trustees and staff harmless from any claim, loss or damage by reason of any act or negligence on the part of the applicant, its members, officials, agents, and any other person using the premises on the invitation of the applicant.

Available Rooms:

Auditorium:

Room capacity is as follows:

Auditorium, undivided	210 plus 23 standees
East Section, divided	48
North Section, divided	96
West Section, divided	65

Youth Services Program Room: Room capacity is 50.

West End Branch: Room capacity is 40.

Point Lookout Branch: Room capacity is 40.

Revised: March 2006

Amended: April 2017

January 2018

Meeting Rooms

An Interpretation of the Library Bill of Rights

Many libraries provide meeting rooms for individuals and groups as part of a program of service. Article VI of the Library Bill of Rights states that such facilities should be made available to the public served by the given library “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Libraries maintaining meeting room facilities should develop and publish policy statements governing use. These statements can properly define time, place, or manner of use; such qualifications should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. These statements should be made available in any commonly used language within the community served.

If meeting rooms in libraries supported by public funds are made available to the general public for non-library sponsored events, the library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization. Libraries may wish to post a permanent notice near the meeting room stating that the library does not advocate or endorse the viewpoints of meetings or meeting room users.

Written policies for meeting room use should be stated in inclusive rather than exclusive terms. For example, a policy that the library’s facilities are open “to organizations engaged in educational, cultural, intellectual, or charitable activities” is an inclusive statement of the limited uses to which the facilities may be put. This defined limitation would permit religious groups to use the facilities because they engage in intellectual activities, but would exclude most commercial uses of the facility.

A publicly supported library may limit use of its meeting rooms to strictly “library-related” activities, provided that the limitation is clearly circumscribed and is viewpoint neutral.

Written policies may include limitations on frequency of use, and whether or not meetings held in library meeting rooms must be open to the public. If state and local laws permit private as well as public sessions of meetings in libraries, libraries may choose to offer both options. The same standard should be applicable to all.

If meetings are open to the public, libraries should include in their meeting room policy statement a section that addresses admission fees. If admission fees are permitted, libraries shall seek to make it possible that these fees do not limit access to individuals who may be unable to pay, but who wish to attend the meeting. Article V of the Library Bill of Rights states that “a person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” It is inconsistent with Article V to restrict indirectly access to library meeting rooms based on an individual’s or group’s ability to pay for that access.

Public Meeting Room Policy: Revised 1/2018

Adopted by the ALA Council: July 2, 1991

Library Bill of Rights
An Interpretation of the Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted by the ALA Council: June 19, 1939
Amended October 14, 1944
June 18, 1948
February 2, 1961
June 27, 1967
January 23, 1980
January 23, 1996.

New York Consolidated Laws
Education Law - EDN § 414
Use of schoolhouse and grounds

1. Schoolhouses and the grounds connected therewith and all property belonging to the district shall be in the custody and under the control and supervision of the trustees or board of education of the district. The trustees or board of education may adopt reasonable regulations for the use of such schoolhouses, grounds or other property, all portions thereof, when not in use for school purposes or when the school is in use for school purposes if in the opinion of the trustees or board of education use will not be disruptive of normal school operations, for such other public purposes as are herein provided; except, however, in the city of New York each community school board shall be authorized to prohibit any use of schoolhouses and school grounds within its district which would otherwise be permitted under the provisions of this section. Such regulations shall provide for the safety and security of the pupils and shall not conflict with the provisions of this chapter and shall conform to the purposes and intent of this section and shall be subject to review on appeal to the commissioner of education as provided by law. The trustees or board of education of each district may, subject to regulations adopted as above provided, permit the use of the schoolhouse and rooms therein, and the grounds and other property of the district, when not in use for school purposes or when the school is in use for school purposes if in the opinion of the trustees or board of education use will not be disruptive of normal school operations, for any of the following purposes:
 - a) For the purpose of instruction in any branch of education, learning or the arts.
 - b) For public library purposes, subject to the provisions of this chapter, or as stations of public libraries.
 - c) For holding social, civic and recreational meetings and entertainments, and other uses pertaining to the welfare of the community; but such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public. Civic meetings shall include, but not be limited to, meetings of parent associations and parent-teacher associations.
 - d) For meetings, entertainments and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose; but such use shall not be permitted if such meetings, entertainments and occasions are under the exclusive control, and the said proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval and marine service of the United States and organizations of volunteer firefighters or volunteer ambulance workers.
 - e) For polling places for holding primaries and elections and for the registration of voters and for holding political meetings. But no meetings sponsored by political organizations shall be permitted unless authorized by a vote of a district meeting, held as provided by law, or, in cities by the board of education thereof. Except in cities, it shall be the duty of the trustees or board of education to call a special meeting for such purpose upon the petition of at least ten per centum of the

qualified electors of the district. Authority so granted shall continue until revoked in like manner and by the same body as granted.

- f) For civic forums and community centers. Upon the petition of at least twenty-five citizens residing within the district or city, the trustees or board of education in each school district or city shall organize and conduct community centers for civic purposes, and civic forums in the several school districts and cities, to promote and advance principles of Americanism among the residents of the state. The trustees or board of education in each school district or city, when organizing such community centers or civic forums, shall provide funds for the maintenance and support of such community centers and civic forums, and shall prescribe regulations for their conduct and supervision, provided that nothing herein contained shall prohibit the trustees of such school district or the board of education to prescribe and adopt rules and regulations to make such community centers or civic forums self-supporting as far as practicable. Such community centers and civic forums shall be at all times under the control of the trustees or board of education in each school district or city, and shall be non-exclusive and open to the general public.
- g) For classes of instruction for mentally retarded minors operated by a private organization approved by the commissioner of education.
- h) For recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- i) To provide child care services during non-school hours, or to provide child care services during school hours for the children of pupils attending the schools of the district and, if there is additional space available, for children of employees of the district, and, if there is further additional space available, the Cobleskill-Richmondville school district shall provide child care services for children ages three and four who need child care assistance due to lack of sufficient child care spaces. Such determination shall be made by each district's board of education, provided that the cost of such care shall not be a school district charge but shall be paid by the person responsible for the support of such child; the local social services district as authorized by law; or by any other public or private voluntary source or any combination thereof.
 - i. For licensed school-based health, dental or mental health clinics. (i) For the purposes of this subdivision, the term "licensed school-based health, dental or mental health clinic" means a clinic that is located in a school facility of a school district or board of cooperative educational services, is operated by an entity other than the school district or board of cooperative educational services and will provide health, dental or mental health services during school hours and/or non-school hours to school-age and preschool children, and that is: (1) a health clinic approved under the provisions of chapter one hundred ninety-eight of the laws of nineteen hundred seventy-eight; or (2) another school-based health or dental clinic licensed by the department of health pursuant to article twenty-eight of the public health law; or (3) a school-based mental health clinic licensed or approved by the office of mental health pursuant to article thirty-one of the mental hygiene law; or (4) a school-based mental health clinic licensed by

the office of mental retardation and developmental disabilities pursuant to article sixteen of the mental hygiene law.

- ii. Health professionals who provide services in licensed school-based health, dental or mental health clinics shall be duly licensed pursuant to the provisions of title eight of this chapter unless otherwise exempted by law and shall be authorized to provide such services to the extent permitted by their respective practice acts.
- iii. Except where otherwise authorized by law, the cost of providing health, dental or mental health services shall not be a charge upon the school district or board of cooperative educational services, and shall be paid from federal, state or other local funds available for such purpose. Building space used for such a clinic shall be excluded from the rated capacity of the school building for the purpose of computing building aid pursuant to subdivision six of section thirty-six hundred two of this chapter or aid pursuant to subdivision five of section nineteen hundred fifty of this chapter.
- iv. Nothing in this paragraph shall be construed to justify a cause of action for damages against a school district or a board of cooperative educational services by reason of acts of negligence or misconduct by a school-based health, dental or mental health clinic or such clinic's officers or employees.

For graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.

The board of education in the city of New York may delegate the authority to judge the appropriateness for uses other than school purposes to community school boards.

2. The trustees or board of education shall determine the terms and conditions for such use which may include rental at least in an amount sufficient to cover all resulting expenses for the purposes of paragraphs (a), (b), (c), (d), (e), (g), (i), (j) and (k) of subdivision one of this section. Any such use, pursuant to paragraphs (a), (c), (d), (h) and (j) of subdivision one of this section, shall not allow the exclusion of any district child solely because said child is not attending a district school or not attending the district school which is sponsoring such use or on which grounds the use is to occur.

New York Consolidated Laws
Section §1-104

The terms used in this chapter shall have the significance herein defined unless another meaning is clearly apparent in language or context.

1. The term "political unit" means the state or any political subdivision thereof or therein.
2. The term "unit of representation" means any political unit from which members of any committee or delegates to a party convention shall be elected as provided in this chapter.
3. The term "party" means any political organization which at the last preceding election for governor polled at least fifty thousand votes for its candidate for governor.
4. The term "party position" means membership on a party committee or the position of delegate or alternate to a party convention.
5. The term "party officer" means one who holds any party position or any party office whether by election, appointment or otherwise.
6. The term "committee" means any committee chosen, in accordance with the provisions of this chapter, to represent the members of a party in any political unit.
7. The term "designation" means any method in accordance with the provisions of this chapter by which candidates for party nomination for public office or for election to party position may be named for the purpose of any primary election.
8. The term "official ballot" refers to the paper ballot on which the voter casts his vote, or the face of a voting machine as prepared for the voter to cast his vote at any election held in accordance with the provisions of this chapter.
9. The terms "primary" or "primary election" mean only the mandated election at which enrolled members of a party may vote for the purpose of nominating party candidates and electing party officers.
10. The terms "uncontested office" and "uncontested position", used in connection with a primary election of a party, mean an office or position for which the number of candidates designated does not exceed the number to be nominated or elected thereto by the party, and for which no valid petition of enrolled members of the party requesting an opportunity to write in the name of an undesignated candidate has been filed.
11. The term "nomination" means the selection in accordance with the provisions of this chapter of a candidate for an office authorized to be filled at an election.
12. The term "independent body" means any organization or group of voters which nominates a candidate or candidates for office to be voted for at an election, and which is not a party as herein provided.
13. The term "independent nomination" means nomination by an independent body.
14. Words of masculine gender include the feminine except where the provision clearly applies to only one sex.
15. The term "veterans' hospital" means any sanitarium, hospital, soldiers' and sailors' home, United States Veterans' Administration Hospital, or other home or institution, which is used, operated and conducted exclusively for the care, maintenance and treatment of persons serving in or honorably discharged from the military or naval service or coast guard of the United States or the state of New York.
16. The term "county legislative body" shall mean the elected governing body of a county, and in the city of New York, the city council.

17. The term "ballot proposal" means any constitutional amendment, proposition, referendum or other question submitted to the voters at any election.
18. The word "ballot" when referring to voting machines or systems means that portion of the cardboard or paper or other material or electronic display within the ballot frame containing the name of the candidate and the emblem of the party organization by which he was nominated, of the form of submission of a proposed constitutional amendment, proposition referendum or question as provided in this chapter, with the word "yes" for voting for any question or the word "no" for voting against any question except that where the question or proposition is submitted only to the voters of a territory wholly within a county or city, such form shall be determined by the county board of elections. Such statement and the title shall be printed and/or displayed in the largest type or display which it is practicable to use in the space provided.
19. The term "ballot label" means the printed strips of cardboard or paper used on the voting machine containing the names of the candidates nominated, and the questions submitted.
20. The term "write-in ballot" means a vote cast for a person whose name does not appear on the ballot labels.
21. The term "protective counter" means a separate counter built into the voting machine that cannot be reset, and which records the total number of movements of the operating lever.
22. The term "residence" shall be deemed to mean that place where a person maintains a fixed, permanent and principal home and to which he, wherever temporarily located, always intends to return.
23. The term "voting machine custodian" shall mean a city, town or board of elections employee charged with the duty of repairing and maintaining voting machines.
24. The term "major political parties" means the two parties which polled for their respective candidates for the office of governor the highest and next highest number of votes at the last preceding election for such office.
25. The term "election officer" shall mean any person who, pursuant to the provisions of this chapter, performs any official duty or function in the electoral process.
26. The term "board of elections" shall mean the board of elections of any county in the state of New York and the board of elections of the city of New York and with respect to villages located in more than one county, shall mean the board of elections of that county containing more than fifty percent of the population of the village as shown by the last federal decennial or special census.
27. The term "personal application" means a signed writing which may be delivered by mailing or in person.
28. The term "caucus" shall mean an open meeting held in a political subdivision to nominate the candidates of a political party for public office to be elected in such subdivision at which all the enrolled voters of such party residing in such subdivision are eligible to vote.
29. The term "ballot label programming" means any computerized instructions which control the placement or the printing of candidates' names and ballot proposals on voting machines of a type approved after September first, nineteen hundred eighty-six.
30. The term "ballot label programming data" means the names and ballot positions of candidates and ballot proposals stored on any computerized device through the use of ballot label programming.

31. The term "resident vote tabulation programming" means the permanent computerized instructions which are built into any approved voting machine or equipment and which control the recordation, aggregation, tabulation, storage and printing of votes by any such machine or equipment.
32. "General village election" means the annual or biennial election for village officers.
33. "Special village election" means any election of village officers, other than the general village election.
34. "Village primary" means any election held by a political party for the purpose of nominating candidates for elective village offices.
35. The term "election" shall include a "general village election" or "special village election" except where a specific provision of this chapter may not be consistently applied to the village election procedure.
36. "Name stamp" means any device which, when applied with ink or other permanent dye, can be used to imprint a person's name to a write-in ballot permanently.
37. The term "inactive status" means a category of registered voters who have failed to respond to a residence confirmation notice provided for by section 5-712 of this chapter and whose registrations have neither been restored to the active registration rolls nor been cancelled pursuant to the provisions of this chapter.

Meeting Room Policy (Abridged):

When reduced to Calibri (11) and margins changed, this abridgement will fit on a single page.

General Guidelines:

- Meeting rooms are available only for non-commercial purposes and must be open to the general public. Meetings of a commercial, fundraising, illegal or private nature, and those which promote the practice, observance or solicitation of religion, are prohibited. The Library cannot be used for religious or political reasons and electioneering is prohibited.
- Use of meeting rooms does not constitute endorsement by the Library of the organization or its program(s).
- All literature to be distributed at the meeting must be submitted to the Director for approval.
- Facilities are only available during normal library hours (exceptions apply).
- There must be at least one adult for every 10 minors attending all meetings.
- Groups must remain in areas assigned to them by staff, observe all Library rules and regulations, and compensate the Library for any damages which result from the room use.
- The Library must be informed, in advance, of changes to the nature of a meeting.
- Light refreshments are permitted and must be provided by the group. Only coffee and tea makers are available. Alcohol is prohibited.
- The Library's audio and visual equipment is available for use. Only Library personnel may operate the equipment.
- No meetings may be broadcast or televised without express written consent of the Director.
- The maximum capacity of each room will be strictly enforced.
- Application Procedure:
 - Meetings must be approved by Library administration. All applications will be considered based on the availability of space.
 - Organizations may request space for one year in advance and are scheduled in the order the applications are received.
 - Groups wishing to make arrangements outside the Library's normal hours must apply at least two months prior to the meeting.

Cancellations:

- Any meeting may be preempted for Library programming. If preempted, Library staff will make a reasonable effort to reschedule.
- It is the responsibility of the group to alert the Library as soon as possible of all cancelations. Failure to do so two times will result in all future meetings being cancelled and require the group to seek permission from the Board of Trustees before future bookings.

Fees:

- There are no fees associated with the use of meeting rooms during normal Library hours.

- The collection of any monies as admission fees, donations, raffles, or in any other form on Library premises is prohibited.

Insurance:

- The Library assumes no responsibility for an organization's equipment, supplies or material and shall not be held responsible for any loss/damage to property owned by users of the meeting rooms. Applicants agree to save the Board of Trustees and staff harmless from any claim, loss or damage by reason of any act or negligence on the part of the applicant, its members, officials, agents, and any other person using the premises on the invitation of the applicant.