

Updated and approved: 11/2021

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Meeting Room Reservation Policy

When space is not being used for Long Beach Public Library sponsored programming and services, the Library's meeting rooms are available for use by individuals, groups, organizations, and other entities. Programs are to be educational, cultural or recreational, and in strict compliance with New York State Education Law, § 414. 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. The primary purpose of Library facilities is to implement regular Library programming and services.

Library-sponsored and administered activities shall have priority in determining use of Library facilities.

Individuals and groups approved to use Library meeting rooms may not:

- charge the public admission, registration or any other fee for participating unless approved, in advance, by the Board of Trustees
- use the Library rooms for fundraising purposes
- use the Library rooms for religious services
- engage in commercial activity (including selling items, products, or services) inconsistent with the mission and purpose of the Library.

Permission for use of Library meeting rooms in no way implies Library endorsement of the goals or activities of any individual or organization receiving such permission. Individuals and groups approved to use Library meeting rooms shall not discriminate against any individual on the basis of age, race, sex, ethnicity, color, national origin, ancestry, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, gender identity or expression, or religion with respect to access to Library space. Further, the Library reserves the right to reject any application, in its sole discretion, by an organization whose proposed meeting poses an imminent danger to the public.

Individuals and organizations may not use the Library's address or phone number as their formal place of business. Promotions of meetings in the Library must neither state nor imply that the Library is sponsoring the meeting. Use of a meeting room does not mean endorsement by the Library of the group using it, or of the program presented.

Use of Library meeting rooms may not interfere with normal Library functions and operations. The Library reserves the authority to maintain order and discipline on its premises and to take such action as may be necessary or appropriate to protect the well-being of staff and patrons.

The following general conditions must be met for an individual or group to request a room reservation.

1. Rooms will only be available for use during the hours the Library is open to the public.

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2. Rooms are prioritized for groups with headquarters in, or that provide substantial services to the citizens of, the Long Beach School District. If not a community group, priority is given to others in the order below.
 - a. Local, county, state, and federal government agencies
 - b. Local, county, state, and federal educational, cultural, civic, and recreational organizations
 - c. Individual residents of the Long Beach School District
 - d. All others
3. An individual representative must reserve and assume responsibility for the room. They must be at least 18 years of age and be present at the meeting/event for which the room has been reserved.
 - a. The sponsor must report attendance within 24 hours after each scheduled meeting by emailing attendance@longbeachlibrary.org or reporting it to the librarian at the Adult or Youth Services Reference Desks.
4. Room reservation requests, including the Library's indemnity agreement, must be submitted online at least thirty (30) days before the requested date. If you need assistance with the online room reservation request system, please visit the Adult Services Reference Desk at the Main Library.
5. To encourage the use of its meeting rooms for diverse events and to give all qualified groups access to this service, no group may book a meeting room more than once per quarter or 4 times in a 12-month period.
 - a. If an individual or organization would like to request the use of a Library space more than once per quarter, they must submit a written request to the Library Administration by June 1st for the following fiscal year detailing the dates requested and what the space will be used for.
 - i. Requests occurring outside of that time frame will be considered, only if space is available.
6. Food and drinks, within reason as determined by Library Administration, are allowed. Alcohol is prohibited by the Library's Rules of Conduct.
7. In consideration of the use of the meeting room facilities, each entity or individual agrees that it will pay for all damage to any property of the Long Beach Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization, group, or any person in attendance, and individuals and entities assume all responsibility and liability for property damage or personal injury or loss sustained by any attendee and indemnifies and hold harmless the Long Beach Public Library, its employees, and the Board of Trustees from any and all liability arising from the use of any meeting room, including the

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reasonable cost of attorney fees and expenses incurred in the defense of any litigation against the library arising out of any use of a meeting room.

Additional Guidelines

- All events must be free and open to the public.
 - For the safety of our youngest patrons, only parents or caregivers of the children attending a meeting or event shall be allowed to accompany them.
- All meetings must be completed 15 minutes before the Library closes, unless arrangements are made at the time of reservation, with Library Administration, at least sixty (60) days in advance.
 - For meetings that extend past the Library's regular closing time, there shall be a charge of \$60 per hour, prorated by the quarter hour.
- The capacity of each room is established by Fire Codes and as such shall be strictly enforced. In further compliance with Fire Codes, seating arrangements must permit clear aisles and unobstructed access to exits.
- It is the responsibility of the individual or group requesting a room to alert the Library of cancellation as soon as possible.
- Since the facilities are principally for library programming, any external event may be preempted because of such programs. Library staff will make a reasonable effort to reschedule the date and/or space but rescheduling is not guaranteed.
- Permission to use the Library's meeting rooms shall be subject to cancellation by Library Administration at any time at their discretion. Should the individual or group requesting a room fail to adhere to all applicable Library policies, including failing to provide notification of cancellation two times ("no-show") within one year, or otherwise use the space in any prohibited manner, no further scheduling or rebooking will be allowed unless reviewed by the Library Board of Trustees.
 - The individual or group representative must submit a written review request within thirty (30) days of cancellation, indicating their desire for a review, and the basis therefore. If the next Board meeting is more than 15 days from receipt of the appeal request, such hearing will be held at the next regular meeting of the Board of Trustees. If less than 15 days, the hearing will be held at the following regular meeting of the Board of Trustees. The Board shall render a written decision within fourteen (14) days of the appeal hearing.

Cost & Capacity of Available Rooms

Capacity varies significantly depending on equipment and room setup but must never exceed the ranges below. **The costs listed below are for up to three (3) hours of time including setup and teardown time.**

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- Main Library Auditorium (full/undivided) - **\$30 standard set-up w/no additional staff assistance**
 - Capacity with chairs set up theater style: up to 200 people
- Auditorium (front half) - **\$30 standard set-up w/no additional staff assistance**
 - Capacity depending on set-up: 40 to 60 people
- Auditorium (back half) - **\$30 standard set-up w/no additional staff assistance**
 - Comfortable capacity depending on set-up: 40 to 60 people
- 2nd Floor Program Room - **\$20 standard set-up w/no additional staff assistance**
 - Capacity set up classroom or horseshoe style: up to 20 people
 - Capacity set up theater style: up to 30 people
- 1st Floor Program Room - **\$10 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 15 to 20 people
- 2nd Floor YS Space - **\$10 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 14 to 18 people
- West End Branch - **\$20 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 25 to 35 people
- Point Lookout Branch - **\$20 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 20 to 30 people

Room Setup and Cleanup

As part of the room reservation request, the anticipated setup and disassembling time for a meeting must be given. Typical room setup configurations can be selected at the time of booking.

Special room setups and additional staff assistance must be requested and approved, in advance, by Library Administration. The fee per event for special room setups **\$60 per hour, prorated by the quarter hour**. Based on the complexity of the request, Library Administration will inform the requestor of the additional costs in advance of the room reservation being finalized.

Individuals and organizations shall be responsible for cleanup after the event and return the room to its original level of cleanliness. Failure to do so may result in cleaning fees assessed by the Library and/or suspension of a group's meeting room privileges. Cleaning fees are **\$60 per hour, prorated by the quarter hour**.

Audiovisual Equipment Use

Requests for audio-visual equipment must be made at the time the room is reserved. The suite of equipment available for each room or location varies. Trained library staff, when in the building, will provide basic assistance with library-owned equipment. If staff are not available, the library will provide

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simple written instructions for equipment use. The Library makes no guarantees that personal equipment will be compatible with the Library's system.

Auditorium

The Auditorium has the capability of being divided into two or three smaller meeting spaces. When applicable, given the intended use of the space and expected audience size, the Library requests that those interested in reserving the Auditorium use only part of the space to allow for the possibility of other programs and keep program noise to a minimum to ensure other programs and meetings happening simultaneously are not disturbed.