

Community Room

The Southold Free Library Board of Trustees and the Director welcome the use of the community room by local groups and organizations. The room is available to all informational, recreational, cultural and educational groups whose purpose is non-commercial, non-partisan and non-profit. Political groups may use the room for non-partisan programs of an educational value. Religious groups may use the room for non-sectarian or interdenominational meetings or programs. All meetings and programs must be open to the public. Final decision on the use of the Community Room shall be made by the Library Director.

- Applications for use of the Community Room may be requested at the Circulation Desk. Requests for multiple dates may be made on one application. Applicants must be 18 years of age or older. A new application is required each year.
- The Community Room is available for use during the Library's normal hours of operation. Programs should be planned so that the room will be vacated prior to the Library closing. There can be no scheduled use of the Community Room beyond library hours.
- All groups and individuals using the Community Room assume responsibility for leaving the room in a neat and orderly condition, as well as for any damage to library facilities or equipment. Responsibility for order and safety must be assured by the applicant.
- When advertising events, except as a designation of meeting location, the name and address of the Southold Free Library should not be used as the address of any organization.
- The capacity of the Community Room is 44 people and attendance at events should be moderated when necessary in order to stay within those limitations.
- Library equipment available for use may be requested in advance. Specific room set-ups may also be requested in advance. Changes in equipment requests or room set-ups should be requested at least 3 days in advance.
- Light refreshments may be served. Smoking and alcoholic beverages are not permitted on the premises.
- No general admission fee may be charged for any meeting or program held in the meeting room. No buying or selling of products or services is permitted on library property, unless approved by the Director prior to the event.

- Programs involving minors must have an adult sponsor present at all times. If parents bring children to meetings, the parents are responsible for their children's behavior throughout the library. If children create a disturbance in the library, they will be required to stay with their parents in the meeting room.
- Library sponsored activities are given priority for use of the room and Library personnel reserve the right to cancel reservations for the Community Room at any time. If the need for cancellations arises, notice will be given as soon as possible.
- All state and local regulations affecting the use of public buildings must be complied with at all times. The Library retains the right to monitor all meetings conducted on the premises. The Library Director is authorized to deny permission for use of the room to any group who violates these regulations.

The Library Board of Trustees has given the Library Director the authority to supervise the use of the Community Room and interpret this policy. The Director shall have the right to waive regulations whenever it is in the best interest of the Library or the community and cancel further use of Library facilities for an organization that does not follow the above regulations.

Adopted: March 25, 1992

Revised: October 25, 1995; November 17, 2004; May 23, 2007; June 24, 2009; May 25, 2011; April 24, 2013; May 26, 2021