

## Lucy Hallock Folk Meeting Room

The Lucy Hallock Folk meeting room (i.e. Folk Room) is available for use by local groups and organizations. The room may be used by informational, recreational, cultural and educational groups whose purpose is noncommercial, nonpartisan, and nonprofit. Political groups may use the room for nonpartisan programs with educational value. Religious groups may use the room for nonsectarian or interdenominational meetings or programs. Final decision of use of the Folk Room shall be made by the Library Director.

- Applications for use of the Folk Room may be requested at the circulation desk, or the Library's website. Requests for multiple dates may be made on one application.
- The Folk Room is available for use during the Library's normal hours of operation. Room must be vacated prior to the Library closing.
- All groups and individuals using the Folk 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.
- The maximum capacity of the Folk Room is 18 people. The table in the center of the room comfortably seats 10-12 people.
- Light refreshments may be served, with the prior approval of the Library Director or designee. Smoking and alcoholic beverages are not permitted.
- No general admission fee may be charged for any meeting or program held in the meeting room. Buying or selling of products or services is not permitted on Library property, unless approved by the Library Director prior to the event.
- Programs involving minors must have an adult present at all times.
- Library sponsored activities are given priority for use of the room and Library personnel reserve the right to cancel reservations for the Folk Room at any time. If the need for cancellation 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 meetings conducted on the premises.

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. The Director may cancel further use of Library facilities for an organization that does not follow the above regulations.

*Adopted by the Board of Trustees October 26, 2022*