

## Community Room

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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*

## 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*

## Study Room

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The study room is located across from the circulation desk, and can be comfortably used by one or two people at a time.

- For use by students 14 or older, or under 14 with an adult.
- Room may be reserved by telephone or in person. It can be reserved in advance. The room is available during regular library hours.
- The responsibility for order and safety is assumed by the person reserving the room.
- The use of the room may be limited to two consecutive hours per day if necessary.
- The room must be left neat, orderly, and free of personal possessions.
- The library is not responsible for loss of or damage to personal property.
- A failure to comply with our policies may result in denial of future use of the study room.

*Adopted by the Board of Trustees November 12, 1997; Revised November 17, 2004, December 14, 2005, January 23, 2008; Reviewed November 18, 2009; Revised June 22, 2011, May 22, 2013; March 23, 2022*