

Policy for use of The Kenneth S. Barnes Community Room, The Richard E. Evers Local History Room and the Meeting Rooms at the Computer & Resource Center

Adopted By the Board of Trustees June 17, 1992

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The Hicksville Public Library is a community center whose facilities are available for various community meetings, programs, events and activities. The intent of this policy is to make the library's limited meeting room space available on as widespread and equitable a basis as possible for educational, recreational, cultural, informational and civic purposes conducted on a nonprofit basis.

Library activities and Library-sponsored programs take precedence over use of the facilities by an organization, group or individual, and the library reserves the right to cancel an organization's scheduled use upon reasonable notice. It may be necessary to limit any organization to one meeting per month.

The Community Room and meeting rooms at the CRC facilities shall be available to any sectarian or political organization provided that 51% of its active membership is comprised of Hicksville school district members and that the program is open to the public and is of an educational and/or general interest.

Use of the Library's facilities by an organization, group or individual is subject to review by the Board of Trustees. The fact that an organization is permitted to meet at the Hicksville Public Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library Board or Staff but rather an affirmation of the "American Library Association's Library Bill of Rights Concerning Meeting Rooms" which states:

As an institution of education for democratic living, the Library should welcome the use of its meeting rooms, for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members provided that the meetings be open to the public.

If a question is raised as to the objectives and activities of any organization, groups, or individual requesting the use of the meeting rooms, the Library Board shall be the final authority in granting or refusing permission for the use of the Library's Community Rooms.

The Library Director may grant the privilege of using the Meeting Rooms to organizations, groups or individual subject to the following conditions:

1. An application to use the Library's Meeting Rooms must be filed with the Public Relations Department four weeks prior to the requested date. All applications are subject to the approval of the Board of Trustees upon initial review by the Library Director and will be confirmed in writing. The person responsible for the activities of the group should present this approval to the custodian of the building at the time of use. The application is not transferable and valid only for use of the library premises on the date and time specified.
2. A copy of the "Hicksville Public Library Rules for the Meeting Rooms" will be given to the applicant at the time the room is booked.
3. All programs, meetings, and events shall be open to the public without admission charges, fees or collections. Organizations may not use the Library facilities to raise funds or for any commercial, profit-making or political electioneering.
4. Neither the name nor the address of the Hicksville Public Library may be used as the official address or headquarters of any organization, group or individual nor may the Hicksville Public Library be used for purposes other than to identify the location of the program. Any unwanted implication that a program is sponsored or endorsed by the Hicksville Public Library will constitute sufficient grounds for immediate cancellation of an organization's meeting room privileges.
5. Organizations, groups and individuals using the Library's premises are responsible for maintaining order at meetings, programs or special events and must adhere to the Hicksville Public Library's "Policy On Proper Conduct In The Library." Groups composed of minors must have adequate adult supervision. Sponsoring organizations will also be responsible for reimbursing the Library for any damage done to Library facilities and/or equipment.
6. It is required by the Board that a Library custodian be in charge of the building facilities at all times. All organizations, groups or individuals using the meeting Rooms must vacate the Meeting Room by 8:45 PM and vacate the building by 9 PM. Any group, organization or individual that remains in the building after 9PM, must reimburse the library business office for the custodian's salary, according to the CSEA union contract. Any group that does not reimburse the library will have their privileges suspended until payment is received. Moreover, any group, organization or individual that does not vacate the library by 10 PM will automatically have their privileges suspended.
7. Exhibitions of art, crafts and other displays which will in no way interfere with the normal use of the room for program purposes are permissible if such exhibits conform

to the library's display policy. Such exhibitions will be open only during regular library hours.

8. Private property to be used, demonstrated, exhibited, shown or merely brought into the library is the owner's responsibility. Individuals and organizations using the Meeting rooms are not to leave or store their materials or property on library premises without permission of the Director or Assistant Director. The Hicksville Public Library assumes no responsibility for any property used or left in the library by any group or organization. The library custodian may assist moving or transporting for library sponsored programs.
9. Organizations, groups and individuals requiring special furniture arrangements may move the furniture accordingly. These groups are responsible for returning the furniture to the original arrangement.
10. Light refreshments may be served. The organization or individuals using the Meeting Rooms are responsible for supplying all equipment and immediate clean-up. Any infraction will be grounds for prohibiting future use.
11. Audio-visual equipment to be provided by the Library must be requested in advance, preferably at the time the Meeting Rooms are reserved. If a library projector is to be used, the organization must provide a qualified projectionist.
12. Any organization, group or individual using the Meeting Rooms will be responsible for all damage to any property of the Hicksville Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.
13. All organizations, groups and individuals shall indemnify and hold the Hicksville Public Library harmless from any and all liability, losses, claims, damages, costs and expenses arising directly or indirectly from their use of the Meeting Rooms or from the acts or omissions of any member, officer, employee, agent or invitee of the Hicksville Public Library.
14. A group or organization using the Meeting Rooms shall carry their own comprehensive general liability policy naming the Hicksville Library as an additional insured and providing protection at a minimum level of \$500,000 property damage liability and \$1,000,000 personal liability coverage. The Board of Trustees reserve the right to waive or amend this requirement as circumstances warrant. A certificate of Insurance must be submitted with the application for use in the Meeting Rooms.
15. Smoking is not permitted on library premises. The capacity audience of the Meeting Rooms has been posted by the Hicksville Fire Marshall and must be adhered to at all times.

16. Violation of the above rules by any organization, group or individual using the Library's facilities may result in cancellation of the Meeting Rooms privileges.
17. The Hicksville Public Library supports the American Library Association's policy on "Meeting Rooms," an interpretation of the Library Bill of Rights.
18. The Hicksville Public Library Board of Trustees reserves the right to waive these rules or make any further rules pertaining to the use of the library facilities that it may deem proper and in the best interest of the library.
19. The Library now offers Assistive Listening Devices for our patrons. See policy number 29, section XXI for borrowing procedures.

****Policy for Usage OF THE Richard E. Evers Local History Room**

In order to preserve historical materials which have been donated to the Hicksville Library's Local History Collection, patrons must request usage of materials they need either in writing or verbally. Mr. Janis, the Library Director, or the Assistant Director will retrieve said materials for the patron. However, under no circumstances may patron have unsupervised access to the collection. Upon receipt from the patron of some piece of identification, staff can allow the patron to peruse the material at a place other than the Local History Room. When the patron returns the borrowed material, then staff will return their identification. These steps have been formalized in order to preserve the integrity of the historical collection.

Hicksville Public Library
169 Jerusalem Ave, Hicksville, New York 11801-4999
(516) 931-1417 Fax (516) 931-2920

****DONOR FORM**

I attest by my signature that I place the item(s) listed below in the custody of the Richard E. Evers Local History Room in the Hicksville Public Library. The Richard E. Evers Local History Room will be responsible for their preservation and scholarly use as the Hicksville Historian/Archivist/Assistant to same sees fit. It is understood that all rights etc. to the material shall be retained and held by the Richard E. Evers Local History Room in the Hicksville Library for the extent of the Hicksville Library's existence as an institution.

NAME OF COLLECTION: _____

DESCRIPTION: _____

DATE: _____

DONOR: _____

FOR THE RICHARD E. EVERS LOCAL HISTORY ROOM: _____

NOTES:

Date Submitted _____

**Application of the use of the
Hicksville Public Library Kenneth S. Barnes Community Room, and or the Computer
Resource Center**

1. Name and Address organization: _____
2. Nature and purpose of organization (please submit a copy of constitution and by-laws, available:

3. Number of active members: _____
4. Number of active members residing in Hicksville School District (No. 17) _____
(A list of your complete membership, including names and addresses must be attached because first preference is given to Hicksville residents)
5. Does your organization have its own comprehensive general liability policy? Yes____ No____ (If so, please include a certificate of insurance naming the Hicksville Public Library as an additional insured)
6. Dates and times for which ½ of the community room is being requested: _____
Alternate dates, in case the community room is not available: _____
7. If you need the whole room for any of your meeting please list them (subject to approval):

8. Do you want kitchen privileges? Yes _____ No _____
9. Name of person responsible for clean-up: _____
10. If you do not have the information available now, it is your responsibility to notify Public Information one week prior to scheduled meeting.
11. Dates and time for which the Computer Resource Center* is being requested _____

*There are no kitchen privileges available.

12. Alternate dates: _____

If a permit is granted for the use of the Community Room or the Computer Resource Center, the applicant agrees to comply fully with all the rules and regulations set forth by the Library's Board of Trustees. Applicants agree to indemnify and hold the Library harmless for any and all negligence or injuries which may occur during the use of the Community Room or Computer Resource Center.

Signature of responsible officer: _____

Title: _____

Address: _____

Daytime telephone number: _____

Evening telephone number: _____

E-mail address: _____