

Meeting Room Policy For Use

The Hempstead Public Library provides meeting room space for library-sponsored programs, municipal activities, and to non-profit groups based in the Village of Hempstead engaged in informative, educational, cultural, and civic activities.

The Hempstead Public Library subscribes to the tenets set forth in the American Library Association's Library Bill of Rights: "Libraries which make meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use".

Use of the library meeting room is dependent upon availability. In general, the library meeting room is available only during the hours that the library is open. The meeting room is not available for use on Sundays when the library is open.

| Library Hours | |
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| Monday-Thursday | 10 a.m.-9 p.m. |
| Friday | 10 a.m.-6 p.m. |
| Saturday | 9 a.m.-5 p.m. |
| Closed Saturday during July and August | |
| Sunday | Closed |

An application for use of the meeting room must be in writing and submitted on the application form provided by the library. An application must be signed by a Village of Hempstead resident who is at least 21 years of age and who is authorized to represent the applying group or organization. This application should be submitted at least four (4) weeks in advance of the date requested for use of the meeting room. Use of the library meeting room will be granted on a first-come, first-served basis.

In general, in order to provide fair and equitable access to the meeting room by all groups in the community, it is the policy of the Library Board of Trustees not to grant permission for use of the meeting room on a regularly scheduled basis to any particular organization/group.

Board authorization for use of the library meeting room shall not in any way constitute an endorsement, by the Library Board of Trustees or staff, of the policies, beliefs, or activities of the organization receiving such permission.

All library sponsored programs and activities shall take priority in the use of the library meeting room. The Library Board reserves the right to cancel or reschedule any meeting that conflicts with the library's program or activities. Every effort will be made to notify the applicant with all due diligence possible of such cancellation.

All meetings and uses of the library meeting room shall be non-exclusive and shall be open to the public. The library meeting room may not be used for meetings that are prohibited by Section 414 of the Education Law or those which are commercial in purpose or for purely social functions.

The library meeting room may not be used by any organization or group which charges admission to enter the program or which solicits business on the premises.

The applicant and all persons attending the meeting shall comply with all applicable federal, state and local laws, rules and regulations.

In consideration of the use of the meeting room, every person, organization, or group shall defend, indemnify and hold harmless, the INC. VILLAGE OF HEMPSTEAD, its agents, officer, and employees, from any and all damages or claims whatsoever, occasioned by or caused to any person or property, partnership, association or corporation, or occasioned by or caused to any property arising out of the use of the meeting room or group using the library meeting room. The liability of the organization is absolute and is not dependent upon any question of negligence on the part of the Organization, the Inc. Village of Hempstead or their agents or employees.

The Library Board of Trustees must approve any exceptions to the meeting room policy.

Adopted by the Library Board of Trustees, April 1, 1994; revised June 1, 1995; January 4, 1996; February 5, 2004

Reviewed by Library Board of Trustees: January 9, 1997; January 8, 1998; January 7, 1999; January 6, 2000; January 7, 2001; February 7, 2002; January 2, 2003; September 2, 2004; January 4, 2007; January 17, 2008; January 8, 2009; March 4, 2010; January 6, 2011; April 12, 2012; January 3, 2013; January 16, 2014; March 12, 2015; March 10, 2016; March 8, 2017; November 28, 2018