

Use of Meeting Space

The Hauppauge Public Library strives to serve as a community center, available to all Hauppauge Library District residents, for the provision of educational, informational and entertainment resources.

The use of library meeting space is intended for educational, social, civic, cultural or recreational meetings and events pertaining to the Hauppauge/Islip community, as well as other meetings and events consistent with Library policy and its mission.

The Chief Executive Officer is solely responsible for scheduling the use of library facilities and meeting space. The following regulations govern the use of library meeting space:

- 1) Library sponsored programs shall always have precedence in the scheduling of library facilities.
- 2) Requests to use library space will only be considered once an individual or authorized representative of an organization submits a room reservation request through the library's website, by phone or in person. They also have to agree to abide by the Use of Meeting Space policy.
- 3) Meetings may be scheduled no more than three months in advance, or after quarterly library events have been planned.
- 4) There is no charge or fee for organizations to use library facilities during regular library hours of operation. A fee of \$60.00 per hour, paid in advance, will be charged for any hour, or portion thereof, of usage outside of regular library hours of operation. Checks should be made payable to: Hauppauge Public Library.
- 5) The use of staff space is not permitted.
- 6) All meetings held at the Library must be open to the public.

The Library will accept requests from outside groups or organizations to use the library's meeting space on a temporary and periodic basis. These requests will only be considered if they comply with New York State Education Law and they would not, in the estimation of the Chief Executive Officer, cause any disruption of normal library activity.

Priority is given to groups and organizations having a majority of their members who reside within the library district.

Adopted: October 16, 2001

Amended: April 15, 2004; June 2021; June 2023

Reviewed: July 15, 2010