

**POLICY FOR USE OF THE PEARL RIVER PUBLIC LIBRARY COMMUNITY ROOMS**

The Library makes its meeting rooms available to non-profit community groups for informational, educational, and cultural meetings. The Library does not advocate or endorse the viewpoints of meeting room users.

The Library's meeting rooms and related facilities have been planned primarily to be used for Library sponsored and co-sponsored programs and activities. As a public institution the Library also attempts to share these facilities with local non-profit community groups and organizations for educational, recreational, cultural and informational meetings and programs.

Rooms are not available for religious services or for purely social occasions.

1. Use of the community rooms shall be granted without respect to religion, color, or sex to educational, social, civic and/or recreational groups which benefit the overall welfare of the community. All meetings and programs, whether Library sponsored or held by outside groups, are free and open to the public. (In some instances a supply fee may be requested).
2. In all cases regular library activities, followed by Pearl River based groups, shall precede outside requests. Upon notice the Library reserves the right to withdraw permission for meeting room use.
3. The rooms may not be used for sale of merchandise with the exception of programs or sales conducted by the non-profit Library Friends groups, the proceeds of which shall go to the benefit of the Library.
4. For those cases where scheduling conflicts arise, the Director or in her/his absence, the staff scheduling liaison, shall be the arbiter and her/his decision shall be final.
5. Repetitive use applications shall be issued for a period of 12 months and shall be valid for only the dates and times specified. The Library reserves the right to cancel such scheduling if the group fails to comply with regulations. Such cancellation must be given in writing to the group concerned.
6. A fee sufficient to cover ordinary custodial and utility costs shall be established by the Board and paid in advance by the user group should it be necessary for the program to run past scheduled Library closing, or, if in the opinion of the scheduler, shall require costs over and beyond that which constitutes normal use.
7. Groups using the community rooms shall abide by the no smoking policy. There shall be no deviation allowed for any reason. As a Pearl River School District building no alcoholic beverages are allowed on the premises. No gaming shall be allowed.
8. Persons using the facility may not attach to any surface, decorations, displays, etc.
9. Attendance to activities conducted in meeting rooms shall be limited to the number prescribed by local fire regulations or to the maximum of available chairs and tables, whichever.
10. Whenever possible advance booking must be obtained by at least three weeks.
11. There shall be no refreshments allowed except as designated by the staff scheduling liaison.

12. All outside groups shall be responsible for their own publicity and it must clearly indicate that the activity is not sponsored by the Pearl River Public Library.
13. Any damage or loss to the meeting room is the responsibility of the organization and shall be billed accordingly.
14. Reserved Room Attendance Card must be completed and returned to the circulation desk immediately following the meeting/program.

3/25/98

## CIRCULATION RECORDS

5010 The circulation records of the Pearl River Public Library are for the internal use of the library staff for administrative purposes only and do not constitute a public record.

5012 No person or agency shall have access to the circulation records of the library. Library personnel and trustees will resist any attempt to peruse or seize such records until a hearing has been held on the matter and a lawful court order is obtained by the person seeking access to such records. If the order of the court of first instance permits such seizure or perusal, the trustees shall appeal by order to show cause requesting a stay to the appropriate appellate court. The pro bono public services of an attorney shall be requested for this appeal, but if no such attorney is found, such appeal shall be a charge against public funds.

If said appeal is decided adversely to the library, the trustees may decide to appeal to the next appellate court.

The legal fees of any trustee or library employee in the resistance of such attempt at perusal or seizure shall be paid as a reasonable charge against public funds.

## USE OF PEARL RIVER PUBLIC LIBRARY COMMUNITY ROOMS

5013 Use of the community rooms shall be granted without respect to religion, color, or sex to educational, social, civic and/or recreational groups which benefit the overall welfare of the community.

In all cases regular library activities, followed by Pearl River based groups, shall precede outside requests. Priority use of the facilities for outside groups shall be granted on the basis of educational purposes to be followed by uses for charitable purposes.

No person or persons shall be granted the use of the facilities for personal or private gain, financial or otherwise. For any meeting, entertainment or occasion where admission fees are charged or donations collected, the proceeds must be expended for educational or charitable purposes.

For those cases where scheduling conflicts arise, the Director or in his/her absence the staff scheduling liaison, shall be the arbiter and his/her decision shall be final.

Repetitive use applications shall be issued for a period of 12 months and shall be valid for only the dates and times specified. The Library reserve the right to cancel such scheduling if the group fails to comply with regulations. Such cancellation must be given in writing to the group concerned.

A fee sufficient to cover ordinary custodial and utility costs shall be established by the Board and paid in advance by the user group should be necessary for the program to run past scheduled library opening, or, in the opinion of the scheduler, shall require costs over and beyond that which constitutes normal use.