

## L. FACILITY USE

Use of facility spaces at the Suffolk Cooperative Library System is intended for activities conducted or sponsored by the Suffolk Cooperative Library System, its member libraries, and associated organizations and businesses.

Use of facility spaces includes: Auditorium, Meeting Room, Conference Room and Training Room and other areas, which may be available. Facility spaces are available for use by both Non-Profit and For-Profit organizations and businesses located in and outside of Suffolk County.

Use of facility spaces is determined as per priorities of use set forth herein. A *Room Use Request* form <http://gateway.suffolklibrarysystem.org/> and deposit fee (if applicable) must be received and approved in order to reserve a meeting space. In fairness to the numerous organizations and groups that request meeting space, reservations may be limited in frequency.

### **Suffolk Cooperative Library System facility spaces are provided based on the following priority of use:**

1. For programs and activities conducted or sponsored by the Suffolk Cooperative Library System.
2. For programs and activities conducted or sponsored by member libraries of the Suffolk Cooperative Library System, professional organizations intended for SCLS, and member library staff.
3. For Suffolk County Non-Profit organizations or For-Profit businesses engaged in educational, cultural, intellectual, social, community or charitable activities of interest and/or benefit to the community.
4. For-Profit businesses and groups in need of meeting and/ or training space.

### **The following types of outside organizations, businesses or groups may utilize Suffolk Cooperative Library System facility space:**

1. Member libraries of the Suffolk Cooperative Library System
2. Library partnering groups or partnering organizations or partnering businesses
3. Non-Profit organizations
4. For-Profit businesses

### **Use of Suffolk Cooperative Library System Facility Spaces:**

1. Facility use must **not** be open to the public.
2. Facility spaces can be reserved for use during regular open Library System hours.
3. Additional fees are imposed if the Library System is closed.
4. Facility use by the Library System takes precedence over use by outside groups. The Library System reserves the right to pre-empt the use of facility space for Library System purposes upon 60 days notice to the organization requesting that space. Any deposit will be returned to the displaced organization.

### **Rules of Conduct: All organizations / groups / businesses using Suffolk Cooperative Library System facility spaces must:**

1. Read and agree to the Library System's *Rules of Conduct* policy.
2. Complete and submit a *Room Use Request* form.
3. Pay the rental and/or security fee, if applicable.
4. Hold harmless the Library System for any and all liability, which arises out of the use of the facility space. The Library System assumes no responsibility whatsoever for personal injury to or loss of property by any member, affiliated person, guest, invitee, or licensee of the using organization or group, its members, affiliated persons, guests, invitees, or licensees.
5. Refrain from burning or lighting of any materials, including incense and candles. No alcohol is permitted.
6. Conduct meetings in such a way as not to disturb library system operations.
7. Notify the Library System designee in the event the meeting is cancelled. Failure to notify the Library System in a timely manner may result in the loss of facility use privileges and any paid deposits.
8. Notify the Library System designee beforehand of any plans to record, broadcast or televise the meeting or any portion of the meeting.
9. Adhere to maximum occupancy limits of facility space and inform attendees of the location of fire exits and fire exit paths.
10. Refrain from transferring their use of facility space to another organization or group.

11. Assume responsibility for participant accommodations (e.g. assistive listening devices, interpreters etc.) and specific articles of compliance as required by the Americans with Disabilities Act. The Library System does not discriminate on the basis of disability in any of its programs and services. The Library System may be able to assist with some accommodations if requests are made at least five (5) working days in advance of use.

**Note:**

1. The Library System may charge fees for the use of its facility spaces and for cleaning, equipment and/ or security.
2. Library System personnel must have free access to facility spaces at all times. The Library System retains the right to monitor all meetings conducted on the premises to ensure compliance with its regulations. Meetings that are observed to be in violation of Library policies will be terminated immediately and future use may be denied.
3. The Library System reserves the right to close due to adverse weather conditions or emergencies and will attempt to notify the organization's contact person.
4. The Library System shall not assume responsibility for the security of items brought into meetings.
5. The Library System will include all events in its online Events Calendar <http://gateway.suffolklibrarysystem.org/> and any other event listing currently being utilized. The Library will use the applicants designated contact for all inquiries.

**Contact Information:**

All groups seeking use of room spaces at the Suffolk Cooperative Library System should see the contact information below:

**Suffolk Cooperative Library System**  
627 N. Sunrise Service Road  
Bellport, NY 11713  
631-286-1600  
<http://gateway.suffolklibrarysystem.org/>

**Regular Business Hours:**

Monday – Friday / 9:00am – 5:00pm

## **Room Descriptions and Fee Schedule:**

### **Auditorium**

- 100 seat capacity
- Integrated Podium with computer/projector/overhead speakers
- 12” elevated stage
- Level floor accommodates multiple seating configurations.
- \$150 – for up to 4 hours use during regular business hours. (Includes Coffee/Tea Service)
- \$37.50 – for each additional hour or fraction thereof.
- \$25 - Additional fee for door staffing outside of regular business hours.

### **Training Room**

- 35 seat capacity (24 permanent computer workstations)
- Integrated Podium with computer/projector/overhead speakers
- 24 permanent computer workstations arranged classroom style, space for additional seating behind last row of workstations.
- \$150 – for up to 4 hours use during regular business hours. (Includes Coffee/Tea Service)
- \$37.50 – for each additional hour or fraction thereof.
- \$25 - Additional fee for door staffing outside of regular business hours.

### **Conference Room (Blue Room)**

- 34 seat capacity
- Laptop and Projector
- Boardroom with audience or large conference table set up available
- \$75 – for up to 4 hours use during regular business hours. (Includes Coffee/Tea Service)
- \$20 – for each additional hour or fraction thereof.
- \$25 - Additional fee for door staffing outside of regular business hours.

### **Meeting Room**

- 20 seat capacity
- No Technology provided
- Multiple seating configurations available
- \$50 – for up to 4 hours use during regular business hours. (Includes Coffee/Tea Service)
- \$15 – for each additional hour or fraction thereof.
- \$25 - Additional fee for door staffing outside of regular business hours.