

## General Policies

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Suffolk Public Library (“the library”) provides a variety of meeting spaces for community use. Meeting spaces are available to the community by reservation. The hours of operation for the Meeting Spaces are determined by the Director of Libraries subject to the approval of the City Manager.

- Any fee schedule is recommended by the Director of Libraries and approved by Suffolk City Council.
- Priority for use is given to the requirements of the Library, then the City of Suffolk. After those needs are met, other applications are considered on a first-come, first-served basis.
- Requests for meeting spaces are primarily for a single use. Any requests for recurring use of a meeting space will be determined by the Library based on the availability of the space.
- Library facilities are made available by the Library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- Use of the Library’s meeting spaces does not constitute the Library’s endorsement of policies or beliefs expressed by the applicant or program participants.
- Any program or event may be denied, canceled or halted at the discretion of the Director of Libraries or their designee.

## Requester Information

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- The Library welcomes the use of meeting spaces by individuals or groups for activities which are consistent with the Library’s mission of connecting individuals and groups to experiences, information, and resources. In addition, groups from outside the area must receive special permission from the Director of Libraries or their designee.

## Contact Person

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- Each group must designate a contact person at the time of reservation who will be responsible for defining set-up requirements for the group.
- The contact person must check in with Library staff near or at the time of their reservation. This individual is responsible for all people in attendance. For Open+, each contact person is responsible for their own group.
- The contact person must be present throughout the use of the facility and will be the only person authorized to make changes in the arrangements, unless otherwise agreed.

## Publicizing Reservations

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- Use of the Library facilities does not constitute co-sponsorship of reservations by the Library. The Library does not publicize or market reservations.
- In identifying the Library facility where an event is being held, please refer to the “Morgan Memorial Library,” “North Suffolk Library,” or “Chuckatuck Library.”
- The Morgan Memorial Library is located at 443 W. Washington Street.
- The North Suffolk Library is at 2000 Bennetts Creek Park Road.
- The Chuckatuck Library is at 5881 Godwin Boulevard.

## Rules and Regulations

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A. No admission fee may be charged. Collections and/or donations are prohibited. Selling is prohibited. Dues and material fees are permitted.

B. The hours of operation of the Meeting Spaces will be as recommended by the Director of Libraries, subject to the approval of the City Manager.

- A meeting space may be reserved no earlier than 45 days in advance of the date of the proposed meeting.
- Applications may be accepted less than 24 hours before requested date, but approval is not guaranteed.

C. Meetings may be held in Library meeting spaces if they meet all the requirements established by this policy.

- The organization must not violate the Civil Rights Compliance Act or any existing local, state, or federal law, or hold secret meetings or engage in promotional activities (e.g. sales of goods or services, admission, or other fees/donations, etc.).

- D. The person reserving the meeting space must be 18 years or older and must be an authorized agent of the organization or group. There must always be at least one adult 18 years of age or older in the space.
- E. The contact person and the organization using the Library or Library meeting spaces are responsible for all damages, losses, destruction, replacement costs of any Library property or injuries resulting from their use of the Library spaces, facilities, and meeting spaces.
- F. The contact person is responsible for observing all pertinent policies and regulations of the Library including the Code of Conduct and the Technology Use Policy.
- G. The Library cannot guarantee privacy for any meeting. The Library staff reserves the right to enter the meeting space at any time.
- H. Any hired security personnel must be approved by the Director of Libraries.
- I. Any meeting publicity must carry the name of the organization sponsoring the meeting and must indicate that the meeting is not endorsed or sponsored by Suffolk Public Library. This includes both printed fliers as well as social media promotions.
- J. Neither the name nor the address of the Library may be used as the official address or headquarters of any organization utilizing the Library meeting spaces.
- K. Parents, guardians, and caregivers attending meetings with minor children are responsible for supervising them in the Library and in all meeting spaces.
- L. Meeting spaces are provided "as is" without guarantee or warranty of any kind that the facilities are suitable for any particular use or function.
- M. Reservations are made via the Library's online reservation system, accessible at [www.suffolkpubliclibrary.com](http://www.suffolkpubliclibrary.com).
- N. Access to meeting spaces will not be allowed before or after Library operating hours.
- O. The meeting spaces must be vacated by their reservation end time. The space must be returned to the same configuration of tables and chairs at the start of the reservation period.
- P. The Library reserves the right to revoke meeting space privileges if the Meeting Space Policy, Code of Conduct, Technology Use Policy, or other Library policies are not followed.
- Q. The Library will not receive shipments from any contact person unless prior arrangements have been made. Contact persons must provide labor for any shipments requiring handling.
- R. Food and drink may be served, and contact persons are responsible for ensuring that all applicable state and local regulations pertaining to food safety are followed.
- S. The warming kitchen may be available for special use at the Downtown Suffolk Library. Exclusive use is not guaranteed. Other groups and Library staff may be using the kitchen simultaneously. When finished, the contact person is expected to clean the kitchen.