

## Meeting Room (Bentley Room) Policy

The primary purpose of the Library's Bentley Room is to serve as a venue for Library sponsored services, programs, and activities, which shall have priority over all other activities.

Permission for use of the Bentley Room as a limited public forum may be granted to groups based in the Five Towns whose purposes and programs are educational, cultural and/or civic and whose membership and attendees shall be composed of a majority of District 15 residents.

The Bentley Room shall not be utilized by any organization or group which charges admission, solicits business, or otherwise obtains compensation or contributions of any nature, unless such organization or group is a purely educational or cultural not-for-profit organization and has received prior approval of the Board.

All meetings shall be open to the general public.

In consideration of the use of Bentley Room, each organization or group must agree that it will pay for all damage to any property of the Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or group, or by any person in attendance; that it will save harmless and indemnify the Peninsula Public Library from any and all liability which may be imposed upon them for any injury to persons or property caused by the organization or any other person in connection with the program.

The Peninsula Public Library shall assume no responsibility whatever for any property placed in the Library in connection with a program, and the Library shall be expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained during or by reason of any program held on the Library's premises.

Authorization for use of the Bentley Room shall be in accordance with Regulations promulgated by the Library for use of the Library's facilities. Permission to use a Meeting Room shall not in any way constitute an endorsement by the Trustees or staff of the policies, beliefs, or activities of the organization receiving such permission.

The Library Director shall have authority to grant, refuse, or revoke permission for use of the Bentley Room. Continued use of facilities by any group or organization is contingent upon compliance with the rules and regulations for use.

The sponsoring organization shall be responsible for its own publicity. Use of the Bentley Room by any group or organization does not mean co-sponsorship by the Library. The sponsoring organization shall not use the Library's name as co-sponsor in any press releases or any other publicity. A draft copy of press releases pertaining to scheduled use of the Bentley Room must be sent to the Director of the Library prior to publication.