



201 Main Street, Sag Harbor, NY · 631-725-0049 · [www.johnjermain.org](http://www.johnjermain.org)

# MEETING ROOM USE POLICY

If not scheduled for use by the library, the JJML meeting room spaces may be available during normal library hours for use by outside non-profit groups that have or will have a collaborative relationship with the Library including but not limited to:

The Friends of the John Jermain Library

SHUFSD and its ancillary organizations such as the PTA and PTSA

The Sag Harbor Historical Society

The Sag Harbor Cultural District Member Organizations

The Custom House and SPLIA

The Whaling Museum

The Chamber of Commerce

The Sag Harbor Food Pantry

Requests for use by these groups are granted pending availability, which is not guaranteed. Availability will be determined solely by the Library. No for-profit events or fundraising events by outside groups are permitted. No campaigning, solicitation or gambling is allowed on library premises.

“The Library” refers to the John Jermain building, as well as its digital, virtual, and offsite presence. The rules set forth in this policy apply in all current and evolving settings, both physical and virtual. The Library may, at its discretion, use its virtual and electronic spaces, including its website, calendar, and social media accounts to host and promote on a limited basis outside non-profit groups that have or will have a collaborative relationship with the Library, as outlined above.

Any patron who violates the library rules and regulations may be denied the privilege of access to the Library, its programs, and its electronic accounts by the Library Board of Trustees, on recommendation of the Library Director.

APPROVED BY THE BOARD OF TRUSTEES: SEPTEMBER 2017  
WITH UPDATES TO REFLECT SPACE-USE CHANGES: SEPTEMBER 2018  
WITH AMENDMENTS ADDED APRIL 2020