



COMMUNITY LIBRARY

407 William Floyd Parkway, Shirley, New York 11967
Phone 631-399-1511, Fax 631-281-4442, www.communitylibrary.org

APPLICATION FOR THE USE OF LIBRARY MEETING ROOMS

Name of organization: _____

Address of organization: _____

Type of organization: Educational _____ Recreational _____ Cultural _____ Civic _____ Other _____

Purpose of meeting: _____

Type of activities to be conducted: _____

Meeting Dates:

Dates	Times	Dates	Times
____/____/____	to ____	____/____/____	to ____
____/____/____	to ____	____/____/____	to ____
____/____/____	to ____	____/____/____	to ____

Number of people attending: _____ Room set up: # of chairs _____ # of tables _____

List any special equipment or service needed: _____

Name of applicant: _____ Phone# _____

Address of applicant: _____

E-mail of applicant: _____

President of organization: _____ Phone# _____

(If Applicable)

Address of President: _____

E-mail of President: _____

"I am the authorized representative of the organization named on this application. We have read and agree to abide by the policies and procedures stated on the back of this form. It is agreed that the Meeting Rooms will be used only for the activities stated."

Signature: _____ Date of Application ____/____/____

Approved: Head of Circulation _____ Date ____/____/____

Approved: Library Director _____ Date ____/____/____

Meeting Room Policy for Outside Groups/Individuals

The Meeting Rooms of the Community Library are available for non-profit educational, recreational, cultural and civic purposes on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Use of Library Meeting Rooms by community groups, organizations or individuals in no way implies endorsement of their policies or activities by the Library or anyone connected with the Library.

Applicants requesting the use of the Meeting Rooms agree to the following procedures:

- A completed application form must be submitted to a Circulation Desk Supervisor, no earlier than six months prior to the event. The application must be signed by an authorized representative of the group who is a district resident and 18 years of age or older.
- All applications are submitted to the Library Director for final approval.
- Meeting Room space is available during regular Library hours.
- All meetings must be open to the public.
- No admission fees may be charged. Donations may not be solicited, nor may any items be sold.
- Regular Library service takes precedence over all other activities. The use of Meeting Room space cannot interfere with the operation of the Library. People attending meetings held in the Library will park on the street or in the shopping center parking lots, rather than in the spaces provided for regular Library users.
- The Applicant guarantees that the Meeting Room will be used only for the specific activity stated on the application.
- The Applicant assumes responsibility for maintaining public order and safety in the Meeting Room, and for ensuring that all in attendance observe the Library's Rules of Conduct.
- The Applicant is responsible for any damages or loss that results from the use of the Meeting Room by his/her organization.
- Groups composed of minors must be supervised by an adult that is present at all times.
- The Applicant indemnifies the Library and its Board of Trustees and Staff from any liability, claim or lawsuit arising from the use of the Meeting Room.
- The Applicant will notify the Library immediately in the event of cancellation or postponement. Likewise, in the event of inclement weather, the Applicant bears the responsibility of contacting the Library in case of an emergency closing.
- The Applicant's name and telephone number will be released to any person requesting information concerning an organization's activities or programs.
- The Community Library may be mentioned only as a location not as a sponsor or as the headquarters for the meeting or event on publicity materials. The Library's telephone number will not be used as a contact for further information regarding a non-library sponsored event.
- The final and sole interpretation of this policy rests with the Library Board of trustees. Implementation and enforcement are delegated to the Library Director or the Director's designee.

Latest Revision: November 26, 2007

Originally Adopted: September 27, 1999