

# Harborfields Public Library - Application for Use of Library Meeting Rooms

Community groups may apply for meeting room use up to two (2) months in advance and not less than seven (7) days in advance. Cancellations given less than 48 hours in advance may result in loss of room reservation privileges.

PLEASE PRINT

Today's date: \_\_\_\_\_

Harborfields resident submitting application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Alt. Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

I have read and agree to the Rules and Regulations governing the use of any Library Meeting Room listed on the reverse side of this application form,

\_\_\_\_\_  
*signature of applicant*

## Organization Information

Address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_

President's name: \_\_\_\_\_

President's phone: \_\_\_\_\_

Certificate of insurance provided? Y / N

Meeting date: \_\_\_\_\_

Organization name: \_\_\_\_\_

Meeting start time\* \_\_\_\_\_ End time\* \_\_\_\_\_

Additional set-up time if required: \_\_\_\_\_

Expected number of attendees: \_\_\_\_\_

## Meeting Room Requested:

KITCHEN - max. capacity 20 (Full working kitchen)

SMALL - max. capacity 40

(Food and/or beverages are NOT permitted in this room)

COMMUNITY - max. capacity 200

Meeting purpose: \_\_\_\_\_

## Room Set-up:

Audience chairs only

Audience chairs with table/lectern for speaker

Classroom (tables and chairs facing front)

Discussion square (tables together with chairs around)

Location of refreshment table in permitted rooms:

Front / Back / Side

Equipment requests: Lectern / Microphone /  
Computer / DVD / VHS / Projector / Easel /  
Blackboard / Whiteboard

Additional equipment or room set-up requests: \_\_\_\_\_

\*Meetings may be scheduled during the Library's open hours only.  
Meetings must be adjourned by the Library's scheduled closing time.

Do not write below this line. In-house use only.

Application approved: Date: \_\_\_\_\_ \ \_\_\_\_\_ \ \_\_\_\_\_

Processed by: \_\_\_\_\_  Custodian received copy

Approved by: \_\_\_\_\_



Harborfields Public Library

31 Broadway, Greenlawn, NY 11740

Main (631) 757-4200

Business Office Fax (631) 757-4266

www.harborfieldslibrary.org

## HARBORFIELDS PUBLIC LIBRARY MEETING ROOM APPLICATION & MEETING ROOM POLICY

The Board of Trustees of the Harborfields Public Library hereby finds that it is in the public interest of the citizens, residents and taxpayers of the Harborfields Public Library and the community served by the library to make its facilities available to community groups and organizations for educational and cultural purposes. It is hereby declared not to be in the public interest to permit use of such meeting rooms for persons or groups which are organized political parties, commercial, or which are used to introduce persons into programs for which they will later be charged. Accordingly, the use of these rooms are designated and intended for not for profit organizations. Priority of use is determined by date of application except that library-sponsored programs take precedence over all other uses. Groups whose membership are mainly from residents of the Harborfields district will be granted priority over nonresidents in use of the meeting rooms. Such use shall be non-exclusive and shall be open to the general public. Permission to meet in the Harborfields Public Library does not in any way constitute an endorsement of the group's policies and beliefs. All federal, state and district regulations affecting the use of public buildings must be complied with at all times and no such use shall interfere with use of the library facilities by its patrons.

No admission fee may be charged or donations solicited by the group or individuals using a meeting room except for library-sponsored functions, or as provided in subdivision 4 of Section 414 of the Education Law. The library also reserves the right to charge a fee for ongoing programs which can be classified as lessons. Included in this category would be courses in yoga, foreign languages and the like. It is the Board's intention that these facilities not be used for general fund raising activities. Exceptions may be made at the Board's discretion for local community groups which are staffed by volunteers. Requests are to be submitted in detail to the Director.

### REGULATIONS

1. The person making application shall be responsible individually and on behalf of the group for all supervision and any damages that may occur. The library assumes no responsibility for an organization's equipment, supplies, or materials, which may be used or stored on the premises. The library assumes no responsibility for any loss, damage, or injury by reason of any act of negligence on the part of the group, its members, officers, agents, or any person using the premises because of the group's activities. The group agrees to defend and indemnify the Library from any such loss, damage or injury and shall hold the Library harmless from any loss or liability that may arise from the group's use of the Library facilities. The group shall also be obligated to name the Library as an additional insured under the group's general liability policy for any occurrence or loss that may result from its use of the Library. These requirements may be waived at the discretion of the Director.

2. Adolescent and children's groups may use library rooms provided they are supervised by a sufficient number of responsible adults.

3. No additional furniture or equipment other than that furnished by the Library is to be used without library approval, excluding projectors and screens. Decorations, scenery or signs are not permitted. For safety reasons, no electrical equipment other than standard audio-visual presentation equipment may be used in this room.

4. Groups or organizations must, themselves, provide necessary equipment and supplies if coffee or tea is desired. Special care must be taken to ensure proper cleanup. Meals of any kind may not be served. Alcoholic beverages are prohibited. **SMOKING IS PROHIBITED.**

5. The meeting rooms are normally available only during the times the Library is open. Exceptions may be made at the discretion of the Library Director.

6. Attendance at meetings is limited to that number of persons lawfully permitted to assemble in the meeting room provided.

7. The Library will consider applications for a series of meetings on a two-month basis with the frequency of meetings subject to the approval of the Director. Individual meetings may not be scheduled more than two (2) months in advance of the program date, nor for more than one meeting a month. District chapters of national educational and cultural organizations may be exempted from the above scheduling restrictions at the discretion of the Library Director.

8. The implementation of these regulations shall be the responsibility of the Library Director.

9. Neither the name or address of the Harborfields Public Library may be used as the official address or headquarters of any organization, nor may it be used for purposes other than to identify the location of the program. In every case of materials publicizing a program the name of the sponsoring organization must appear in letters larger and more prominent than that of the Harborfields Public Library. Any unwarranted implication that a program is sponsored by the Harborfields Public Library will constitute sufficient grounds for immediate cancellation of meeting room privileges. All publicity in regard to meetings of outside groups shall be the responsibility of the group and not the Library. The failure of the organization to comply with all applicable federal, state and/or local statutes as well as the rules of the Library will result in the cancellation of Meeting Room Privileges.

10. The Library reserves the right to cancel any meeting room booking because of adverse weather conditions or for other reasons of an emergency nature.

### APPLICATION FOR USE

1. Applications for use of a meeting room shall be in duplicate on forms provided by the Library. The forms can be obtained online and at the Library.

2. Applications must be submitted to the office of the Library Director at least seven (7) days in advance of the date of the intended use.

3. In the event a meeting is cancelled, notification shall be given to the office of the Library Director as soon as possible but no later than four (4) hours in advance. Failure to notify the library of a cancelled use may result in suspension of the group's Meeting Room use privileges.

4. In matters of scheduling meeting room use, the decision of the Library Director will be final.

5. The Library in its sole discretion reserves the right to refuse or withdraw use of the meeting room when a clear and present danger exists that public disorder or possible damage to library property will result from a proposed use or if the proposed or actual use does not conform with the policy of the Library.

6. When required as in regulation #1 above, Certificates of Insurance naming the library as an additional insured must be submitted with the application.