

PDF - APPLICATION FOR USE OF MEETING ROOM – PAGE 1 OF 2

STATEMENT OF POLICY FOR USE OF MEETING ROOMS

- I. **POLICY** It is the policy of the Board of Trustees of the North Merrick Public Library that any group willing to abide by the Library's rules may book the Library's meeting rooms for a meeting.
- II. **OBJECTIVES** The objective of this policy is to make the Library's meeting facilities available to the entire community free of charge and to non-community groups for a fee which compensates the Library for estimated costs.
- III. **PROCEDURE**
 - A. Certain areas of the Library may be made available for use by groups for educational, cultural, philanthropic, and civic purposes, or for non-partisan political discussion programs. Meeting rooms shall not be available for commercial purposes. Reservations for the meeting rooms will be accepted as long as they do not interfere with Library sponsored programs. Reservations will be accepted up to three months in advance of a meeting, when Library programs are in place.
 - B. The priority for use of meeting rooms will be:
 - a. Library operations or Library sponsored programs;
 - b. Community groups;
 - c. Non-community groups.
 - C. A group whose membership is composed of a minimum of fifty (50%) of persons residing within the North Merrick community shall qualify as a community group. All others shall be considered as non-community groups.
 - D. Permission for the use of these areas will be granted at the discretion of the Board of Trustees upon the approval of a written application. The Director shall administer the approval and scheduling of such use.
 - E. Granting of permission for use of North Merrick Public Library facilities does not in any way constitute an endorsement, by its Board or its employees, of the purposes or opinions expressed by the approved applicant.
 - F. Neither the Board nor the Library nor its employees assumes responsibility for personal or organization property brought onto or left on the premises.
 - G. An application form, "Application for Use of Meeting Room" (see Appendix B) is to be completed in duplicate and submitted to the designated staff or Library Director for approval of the Board of Trustees. One copy is retained by the Library and the second copy is retained by the applicant.
 - H. Only fiscally responsible applicants will be permitted to use the facilities. The applicant and its authorized representative, signing the application, will be held financially responsible for any damage to Library property or equipment.
 - I. The representative must arrive before the meeting to check in with the Custodian.
 - J. No admission fees or collections are to be charged without the permission of the Library. All programs must be open to the general public without restrictions, except those conducted by educational or public bodies requiring advanced enrollment fees.
 - K. The legal capacity of the North Merrick Room is 171 persons; the seating capacity is 90. The seating capacity with tables is 64. Capacity may not be exceeded.
 - L. Refreshments may be served only with written permission of the Director or designated staff.
 - M. Smoking is not permitted anywhere in the Library building.
 - N. Minors are encouraged to use the facilities. However, a responsible adult must be present and in charge at all times while they are in the building.
 - O. Community groups may use these facilities at no charge.
 - P. Non-community groups shall pay a fee of \$25.00 per hour or part thereof to compensate the Library for administrative costs, custodial time for set up and breakdown of chairs and tables, or other required services and the cost of heat, light, air conditioning, and general cleaning.
 - Q. Both community groups and non-community groups must end their meetings at 10:00 P.M. and the building must be vacated by 10:30 P.M. Groups failing to leave the building by 11:00 P.M. will be charged \$100.00 per additional half hour.
 - R. Continued use of facilities by any group or organization is contingent upon observance of these procedures. Permission for future use may be withdrawn or denied for infraction of these procedures.
 - S. The Library reserves the right to cancel any meeting room reservation that has been scheduled at the Library's discretion.

As a representative of my organization, I read and agree to the regulations governing the use of the Library meeting room.

Name of responsible officer: _____

Title: _____

Signature: _____

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1. Name of organization: _____

2. Nature and purpose of organization: _____

3. Date of Meeting: _____ Hours of meeting: _____

If for regularly scheduled meetings, indicate the frequency of use of the room:

4. Description of room set-up (number of tables, chairs, etc.):

Are kitchen facilities needed? _____

5. Description of activity and program to be presented: _____

6. Number of members in the organization: _____

Number of members that are North Merrick residents: _____

7. The undersigned representative of the organization named above, has read and agrees to the regulations governing the use of the Library meeting room. This application must be renewed annually by September 15th.

Name of responsible officer: _____

Title: _____

Address: _____

Telephone Number: _____ Cell Phone Number: _____

Email Address: _____

Signature: _____ Date: _____

STAFF / DIRECTOR RECOMMENDATION	BOARD ACTION (For First Time Applicants)
I recommend ___ approval ___ disapproval This group qualified as a responsible: ___ Community group – no fee to 11:00 P.M. ___ Non-community group – fee of \$25/hr. to 11:00 P.M.	Application was ___ approved ___ disapproved Date of Board meeting: _____ Attest: _____ Secretary to the Board