



Port Jefferson Free Library

APPLICATION FOR USE OF MEETING ROOM FACILITIES

Library sponsored programs receive first consideration in scheduling the Meeting and Conference Rooms. The fact that an organization is permitted to meet in this Library does not in any way constitute an endorsement of the organization's standards. The Library reserves the right to request additional information concerning the nature of the organization and the program before granting approval. Permission to use meeting room facilities is determined according to the REGULATIONS printed on the reverse of this application. Please complete this form and return it to the Library.

We request use of the Library

MEETING ROOM
capacity: 70 people

CONFERENCE ROOM
capacity: 20 people

For the following Date(s) and Times(s): _____

Organization or Group Name: _____

Location or Address: _____

Name of person making application: _____

Address: _____ Telephone: _____

Nature or Purpose of Program: _____

Anticipated size of group?: _____

Indicate general nature of program by checking all of the appropriate items below:

Speaker Panel Round Table Discussion Film Entertainment Other _____

Will refreshments be served? YES NO

List any special services, set-up or equipment needed: _____

Please ask for equipment form and policy

In consideration of the use of meeting room facilities, each organization or group agrees that it will pay for all damage to any property of the Port Jefferson Free Library resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or group, or any of its invitees, and that it will hold harmless and indemnify the Port Jefferson Free Library from any and all liability which may be imposed upon the Library, for any injury to persons or property caused by the organization or any other person in connection with the program.

It is understood that the Port Jefferson Free Library assumes no responsibility whatever for any property placed in the Library in connection with the program, and that the Port Jefferson Free Library is hereby 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, a program held on the Library's premises.

We have read and agree to abide by the Regulations on the reverse side of this form.

Organization: _____

Signature of authorized officer: _____

Address: _____ Telephone: _____

Librarian: _____, please check appropriate boxes:

Noted on Calendar Copy to be mailed to applicant Applicant to be phoned Notify Custodian

Accepted by Library Director: _____ Date: _____

Regulations for Use of Meeting Room Facilities

The Library Director may grant the privilege of using the Meeting or Conference Room to community organizations, subject to the following conditions:

1. Residents or card holders will have preference in use of meeting rooms.
2. When not being used for Library purposes, the rooms shall be available, in order of date of request, for public gatherings of a civic, cultural, or educational nature.
3. The Library reserves the right to cancel any meeting because of adverse weather conditions, or because of Library business or programs.
4. Request for use of the rooms shall be made by completing the application on the reverse side of this form. No reservation may be made more than 90 days in advance.
5. The rooms may not be used for commercial purposes. All meetings must be open to the general public. Organizations using the rooms may not charge admission, request donations, or raise funds.
6. Meetings by political or religious groups, or meetings for political or religious purposes, will not be scheduled.
7. Organizations are responsible for supervising their own activities and for cleanups. Groups of minors will not be admitted to the rooms until the adult supervisor is present.
8. Non-alcoholic beverages, sandwiches, cakes and cookies may be served with Library approval. Organization must assume total responsibility.
9. Exhibitions of art, crafts, and other displays which do not interfere with the normal use of the rooms for program purpose are permitted, if they conform to the Library display policies.
10. Decorations, scenery, or signs are not permitted. Arrangements requiring custodial assistance must be made 48 hours or more in advance of the meeting. Only authorized persons may operate Library-owned audiovisual equipment.
11. Neither the name nor address of the Port Jefferson Free Library may be used as the official address of headquarters of any organization, nor may it be used for purposes other than to identify the location of the program. In every case of material publicizing a program, the name of the sponsoring organization must appear in letters larger and more prominent than that of the Port Jefferson Free Library. Any unwarranted implication that a program is sponsored by the Port Jefferson Free 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.
12. Damage to Library property and/or violation of the above rules by members of the group may result in cancellation of the meeting room privileges and may incur costs.
13. All federal, state, and local ordinances, as well as the rules of the Police and Fire Departments relating to public assemblies, must be strictly obeyed, including occupancy.
14. The Library Board reserves the right to make any further rules that it may deem proper pertaining to the use of the rooms.

Revised and adopted 7/20/92
12/16/02