

SACHEM PUBLIC LIBRARY
APPLICATION FOR THE USE OF PUBLIC MEETING ROOMS

APPLICANT MUST BE A SACHEM LIBRARY DISTRICT RESIDENT.

Meeting rooms are available Monday through Thursday from 9:30 a.m. to 9 p.m. and on Friday from 9:30 a.m. to 6 p.m. Rooms may not be booked for holidays, weekends, and Friday nights.

Suggested dates of meetings: _____
Please put more than one date, in order of preference.

Name of Organization

Business Address

Telephone No.

Name and Address of person authorized to arrange meeting

Telephone No.

Purpose of the meeting

Literature to be distributed: Yes _____ No _____ (If yes, enclose sample)

Purpose of the Organization

Estimated attendance at meeting: _____ Time: From _____ to _____

Tables needed: _____

Room D Set up: A. 1 or 2 tables in front, 26 chairs OR
B. 2 tables in center with 20 surrounding chairs

Special Requirements: _____

The (Organization Name) _____ covenants to indemnify and save harmless the Sachem Public Library against any and all claims or suits against which might arise out of the use of the premises of the Library. (See regulation 3 (a) regarding liability and damage to Library property.)

We have read and agree to abide by the regulations on reverse side of this sheet.

Date _____

for _____

(OVER)

SACHEM PUBLIC LIBRARY

150 HOLBROOK ROAD
HOLBROOK, NY 11741
(631) 588-5024

The Sachem Public Library Board of Trustees is aware of the need for meeting room accommodations to be used by non-profit groups and committees. The Board feels that making available such accommodations to the public is an additional service which the library may render under conditions set by the Board. The fact that a group is permitted to meet at the public library does not, in any way, constitute an endorsement of the group's belief and/or policies.

REGULATIONS COVERING USE OF PUBLIC MEETING ROOMS

1. USAGE The Library's Public Rooms are available to local non-profit groups for cultural and educational purposes. Library programs are a priority and that usage determines room availability.
2. BOOKING Application will be made to the Community Librarian on the form prescribed. The Library Board reserves the right to approve or deny all applications.
3. OTHER REGULATIONS
 - (a) The organization using the meeting room is responsible for any damage to the premises or its contents when such damage occurs as a result of the organization's use.
 - (b) When the meeting is for minors, application must be made by an adult who will be present at the meeting and be responsible for any damages incurred as noted in (a) above.
 - (c) AV equipment may be used provided that proper precautions are taken against fire and accident. Music will be permitted, with prior approval, if it does not interfere with the work of the Library.
 - (d) No admission fee may be charged.
 - (e) Smoking is not permitted in the Library.
 - (f) All meetings shall be open to the public and will end promptly by 9:00 p.m. There is no fee for the use of public rooms during Library hours. THE ORGANIZATION WILL BE BILLED FOR USE AFTER HOURS AND/OR DAMAGES.

FOR STAFF USE ONLY

Action Taken: Approved _____
Denied _____
Room _____

Date: _____

Community Librarian (for the Library Board of Trustees) _____