



APPLICATION FOR THE USE OF PUBLIC MEETING ROOM

APPLICANT MUST BE A SACHEM LIBRARY DISTRICT RESIDENT.

Room may be reserved a maximum of one time per month.

If your group meets on a continuous basis, you must fill out a new room request form each year.

Preferred dates of meeting: _____

Please put more than one date, in order of preference.

Name of Organization/Group (Please Print)

Purpose of meeting

Name of Sachem Library Card Holder (Please Print) Telephone

Address

Sachem Library Barcode E-mail Address

Meeting to take place in the: Adult Area Meeting Room (Main Level)

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

Estimated attendance: _____ **Time:** _____ **to** _____
(limit of 25)

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.

We have read and agree to abide by the Library policy attached to this sheet.

Signature Date

FOR STAFF USE: (Please Initial) APPROVED _____ DENIED _____

Initials _____ Date _____



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 ADULT AREA MEETING ROOM

1. **USAGE** The Library's Adult Area Meeting Room is 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/group 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) The Library does not provide AV equipment. You may use your own, 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 library closing. There is no fee for the use of the Adult Area Meeting Room during library hours.