



COMMUNITY GROUP APPLICATION FOR MEETING ROOM USE

APPLICANT MUST BE A SACHEM LIBRARY DISTRICT RESIDENT

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

Suggested dates of meeting _____

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

Name of Organization/Group (Please Print)

Purpose of the meeting

Name and Address of person authorized to arrange meeting

Telephone

Sachem Library Barcode

E-mail Address

Meeting to take place in AAMR, A, B, C, Senior Room, Loft, Board Room

Literature to be distributed: Yes_____ No_____ (If yes, provide sample)

Estimated attendance: _____ Time: _____ to _____
(limit of 20)

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 regulations attached to this sheet.

Date _____

Signature

FOR STAFF USE:

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 MEETING ROOMS

1. **USAGE** The Library's Meeting 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) 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 8:45p.m. There is no fee for the use of Meeting Rooms during Library hours. Meetings can be no longer than 2.5 hours. **THE ORGANIZATION WILL BE BILLED FOR USE AFTER HOURS AND/OR DAMAGES.**