



COMMUNITY GROUP APPLICATION
FOR MEETING ROOM USE

APPLICANT MUST BE AN ADULT SACHEM PUBLIC LIBRARY DISTRICT RESIDENT WITH A LIBRARY CARD IN GOOD STANDING

Reservations are limited to one meeting per month.

All communications about room reservations will be with the card holder on the application only.

Suggested dates of meeting _____
Please put more than one date, in order of preference

Name of Organization/Group

Purpose of the meeting

Name and Address of person authorized to arrange meeting Telephone

Sachem Library Barcode E-mail Address

Room requested: Adult Area Meeting Room, A, B, C, Loft, Board Room

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

Estimated attendance: _____ Time: _____ to _____

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. We agree to adhere to the Meeting Room Policy that is available to review on the Library's webpage.

Signature Date _____

FOR STAFF USE: APPROVED _____ DENIED _____

Initials _____ Date _____



The primary function of the Library's meeting rooms is to serve as a venue for Library-sponsored activities. Library sponsored events take precedence in assignment of meeting rooms and supersede any non-library request. As an institution of education, the Library welcomes the use of its meeting rooms, if available, by non-profit educational, civic, and cultural groups. The fact that a group is permitted to meet at Sachem Public Library does not, in any way, constitute an endorsement of the group's belief and/or policies. The rooms are not to be used for religious instruction or as a place of worship. The rooms are not to be used for political events, campaign and fundraising meetings, or other partisan efforts. The library may grant one community group approval to host a meeting of the candidates forum once per year. This approval is at the discretion of the Director.

**SUMMARY OF REGULATIONS COVERING USE OF MEETING ROOMS
THE LIBRARY'S COMPLETE MEETING ROOM USE POLICY IS AVAILABLE ON THE LIBRARY WEB PAGE**

1. **USAGE** The Library's Meeting Rooms are available to local non-profit groups for cultural and educational purposes. Library programs are the priority and that usage determines room availability.
2. **BOOKING** Application will be made to the Director's designee on the form prescribed. The Library Board reserves the right to approve or deny all applications. Bookings may be requested on a quarterly basis.
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. The organization must leave the room in neat and orderly condition. The organization will be billed for damages.
 - b. When the meeting is for minors, the application must be submitted 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. The volume of any audio or music must not interfere with the work of the library.
 - d. No admission fee may be charged.
 - e. All meetings shall be open to the public.
 - f. Serving light refreshments is permitted. Smoking and alcohol are prohibited in the Library.
 - g. All meetings must end 15 minutes prior to the Library's closing time. Meeting room space can be reserved for a maximum of 2.5 hours. The organization may be billed for room use after hours.
 - h. Failure to adhere to these regulations can result in denial of future meeting room requests.