



# Meeting Room Request for Outside Groups

*Smithtown Building  
1 North Country Road  
Smithtown, NY 11787*

*Commack Building  
3 Indian Head Road  
Commack, NY 11725*

*Kings Park Building  
1 Church Street  
Kings Park, NY 11754*

*Nesconset Building  
148 Smithtown Boulevard  
Nesconset, NY 11767*

- All Meeting Room Request Applications for ANY of the Library's four buildings, should be submitted to the Administration Office at the Library's Nesconset Building.
- For meeting room use information, please call (631) 360-2480 x 292.

**BUILDING REQUESTED:** \_\_\_\_\_ **DATE(S) REQUESTED:** \_\_\_\_\_

**TIME MEETING ROOM NEEDED:** From \_\_\_\_\_ To \_\_\_\_\_ **ESTIMATED # OF ATTENDEES** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PRESIDENT:** \_\_\_\_\_

**NAME OF PERSON MAKING APPLICATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**PURPOSE OF ORGANIZATION:** \_\_\_\_\_

**REASON FOR USE OF MEETING ROOM:** \_\_\_\_\_

**EQUIPMENT NEEDED:** Chairs (#) \_\_\_\_\_ Tables (#) \_\_\_\_\_ Proxima System/ Screen \_\_\_\_\_ Other \_\_\_\_\_

**ROOM SET-UP**

**Diagram Selection:** \_\_\_\_\_

*Please select a room set-up diagram from one of the 8 selections offered (see separate listing) and write the "letter" of your selection on the line above.*

- Applications must be filed at least one week in advance.
- A meeting room can only be reserved for 6 months at a time. It is the responsibility of the group to submit a new application as they near the end of their current 6 month period if they would to continue meeting on an ongoing basis.
- Priority of use is determined solely by the date of application.
- The Library shall charge no fee for the use of the Meeting Rooms by any group, except for custodial fees where applicable.
- Groups using Meeting Room must bring their own supplies, i.e. utensils, chalk, tape, extension cords, etc.
- Groups or organizations must, themselves, provide necessary equipment and supplies if coffee and tea is desired. Special care must be taken ensure proper cleanup or a \$20.00 Custodial Service Fee per hour/or any fraction thereof will be charged for cleaning. Meals of any kind may not be served. Alcoholic beverages are prohibited. Smoking is not permitted.
- No additional furniture or equipment, other than that furnished by the Library, is to be used without Library approval, excluding VCR's, projectors and screens.
- Meeting Room is available only during the time the Library is open. Rare exceptions may be made at the discretion of the Library Director and only with prior approval. The Meeting Room must be vacated at least 15 minutes prior to the Library's scheduled closing time.
- Attendance at meetings is limited to the capacity of the room.
- In the event a meeting is canceled, the Administration Office should be notified as soon as possible at (631) 360-2480 x 292.
- In matters of scheduling of the meeting room use, the decision of the Library Director will be final.

**It is understood that the undersigned person will be personally responsible to see that all rules and regulations relating to the use of the Meeting Room are observed and that the group or organization will be responsible for damages resulting from misuse of the facilities. By signing this Meeting Room Application, the undersigned acknowledges having read The Smithtown Library Meeting Room Use Policy on the reverse side and hereby agrees to comply with all its terms and conditions.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

## MEETING ROOM USE POLICY

*The primary purpose of the Library's meeting room is to serve as a venue for Library sponsored services, programs, and activities. Library services, programs, and activities shall have priority over all other activities. The Library reserves the right to revoke a meeting room use permit or to reschedule a meeting should there be a conflict with Library related services, programs, or activities; or in the case of an emergency.*

*Permission to use the Library's meeting room may be granted to community groups, organizations, and individuals whose aims are Library connected; educational; cultural; and/or civic. Use of the Library's meeting room is subject to all applicable federal, state, and local laws and regulations as well as policies promulgated by the Library's Board of Trustees. Scheduling availability is to be solely determined by the Library. Such use shall be non-exclusive and shall be open to the general public. Preference shall be given to Library District based organizations and organizations whose membership is primarily comprised of Library District residents.*

*The room is not to be used for sectarian religious instruction or as a place of religious worship or to proselytize. Further, the room may not be utilized by political parties or representatives of political parties when the purpose of such is to promote a political agenda. In addition, the room is not to be utilized for the advancement of commercial or profit-making enterprises.*

*Application to use the Library's meeting room must be made in writing by an adult on the form provided for this purpose at least one week in advance of the intended use. Forms are available in the office of the Library Director, or other location designated by the Director. The meeting room use application form must be signed by a Library District resident. No application shall be considered officially approved until it is signed by the Library Director, or other person designated by the Board of Trustees, and returned to the applicant. By executing the application, the applicant agrees to the release of the applicant's name and telephone number to any person requesting information concerning an organization's activities or program.*

*Use of Library facilities does not imply endorsement of the beliefs or program of an organization by the Library or anyone connected with the Library. All publicity and/or media coverage for events in the Library, whatever the source, must be approved by the Library Director prior to issuance or coverage. The Library may only be mentioned as a location, not as the sponsor of an event nor as the headquarters of an organization, in all announcements or publicity relating to a meeting room event. The Library's telephone number may not be given to obtain further information regarding a non-Library sponsored event. Any literature or other items to be distributed at a meeting must be submitted to the Library Director at least 48 hours prior to intended distribution. If items intended for distribution are in violation of law or regulation, distribution of same is prohibited.*

*The applicant must certify that the meeting room shall be used only for the specific activity stated on the application and for no other purpose whatsoever. No activity may disrupt Library operations.*

*The responsibility for the maintenance of public order and safety at a meeting is that of the applicant. Adequate responsible adult supervision shall be provided by the applicant. Groups whose membership includes minors must be supervised by responsible adults in a ratio to be determined by the Library Director.*

*The Library Director, or designee, is authorized to order the termination of any meeting or activity making use of Library facilities in violation of any law or use regulation. The determination by said Library official is final. The Library Director, or designated representative, is authorized to call upon appropriate law enforcement agencies to enforce such action if, in the opinion of the Library official, circumstances warrant such an action. Further permission to use the meeting room may be denied to any group which proves to be disorderly or which violates any law or regulation.*

*The meeting room must be left in a neat and orderly fashion. If not, a written notice will be given to the applicant stating that a second offense will result in denial of further meeting room use.*

*Whenever the Library is used, there is the possibility that persons may be injured and may bring legal action against the Library Board of Trustees, Library employees, and/or the contracting organization, group, or individual for personal liability. It is possible that organizations, groups or individuals using the property may be sued for personal injury. Each organization, group, or individual should, therefore, protect itself by having a temporary insurance policy insuring it against such legal action. The signature of the applicant on the meeting room use application is acknowledgment by the organization, group, or individual that it recognizes this responsibility.*

*The applicant is to execute a hold-harmless/indemnification agreement in favor of the Library, its Board of Trustees, and its employees from any liability or claim action or loss arising from the applicant's use of the meeting room to include the cost of legal fees, costs, or expenses incurred by the Library in connection with defending any claim arising from the applicant's use. The signature of the applicant on the meeting room use application is acceptance by the organization, group, or individual of the indemnification responsibility.*

*No admission fees may be charged; no donations may be solicited or accepted; nor may any items be sold. Use of the facilities will not be granted for fund raising purposes, except as may be permissible under law to benefit the Library, and with the explicit consent of the Library Board of Trustees.*

*The Library is not responsible for the safeguarding of any supplies, equipment, or other items owned by the applicant or by persons attending the applicant's activity. The Library will not store materials for any applicant. Items left in the Library will be considered abandoned property and will be disposed of in accordance with standard practice.*

*The final and sole interpretation of this policy rests with the Library's Board of Trustees. Implementation and enforcement are delegated to the Library Director.*

*Adopted: September 17, 1996*