Public Use of Library Meeting Rooms

The Library meeting rooms are open to organizations engaged in educational, cultural, intellectual, or charitable activities. Library programs receive first consideration and have priority over community-sponsored activities in the meeting rooms. The Library may cancel the offered use of meeting room space at any time should a conflict with library programs arise. The Library reserves the right to revoke meeting room privileges at any time.

Groups and individuals seeking the advancement of commercial or profit making enterprises, including fee based tutors, are prohibited from using library meeting room space. The use of the Library's meeting room space does not imply endorsement by the Library of the group, activities, or the information presented. All meetings held in the Library's meeting rooms must be open to the public. Admission fees may not be charged, contributions solicited, or collections made. Orders or the selling of goods or materials is not allowed.

Procedures for Applicants:

Meeting rooms are available 9:00 am – 8:30 pm, Monday through Thursday; 9:00 am – 5:30 pm Fridays; and 9:00 am – 4:30 pm on Saturdays. Meeting rooms are not available on Sundays. All bookings for a meeting room must be made at least two weeks before the scheduled meeting. Applications may be made by adults 18 or over. Bookings may be made in person or by telephone, but they are not considered approved until the application form has been signed by the Library Director or Assistant Director and returned to the applicant.

Approved applicants must notify the Library of cancellations in advance (at least 48 hours for groups using the Large Meeting Room). Failure to do so may result in the loss of meeting room privileges. The Library reserves the right to assign rooms according to space requirements. Meeting rooms may be booked no more than 3 months in advance from the current date, and may be used no more than once a week within the three month time frame by any group or organization. The Library may limit the number or length of meetings from groups and individuals outside the service area of Lindenhurst Memorial Library.

Regulations:

Organizations comprised of minors under the age of 18 must have at least one adult supervisor for every ten minors, and one adult must be designated as the person in charge. No additional furniture or equipment other than that furnished by the Library is to be used without advance approval.

Groups or organizations must, themselves, provide necessary equipment and supplies if coffee or tea is desired. Meals of any kind may not be served. Smoking and consumption of alcoholic beverages or any other substances are not permitted anywhere in Library buildings and grounds. All federal, state and local regulations affecting the use of public buildings must be observed at all times, including the Library's Code of Conduct. Use of the Library's meeting rooms shall not interfere with the use of the Library by its patrons.

Liability:

The applicant or organizations using the Library's facilities assumes full responsibility for the preservation of order and safety in the meeting room during use, and the liability for damage to or loss of Library property as a result of the meeting. The room must be left in a neat and orderly condition. Any materials brought into the meeting room by the applicant for use during the meeting must be cleaned up and disposed of properly. Failure to fulfill these conditions will result in denial of requests for further use of the meeting rooms and/or cancellation of regularly scheduled meetings by the applicant.

The Library assumes no responsibility for personal property left on the premises or for personal injury.

Each applicant that applies to use the Library facilities should protect itself from legal action by having a temporary insurance policy. The applicant agrees to hold the Lindenhurst Memorial Library, Library Administration, the Board of Trustees, its representatives, agents, and employees harmless and indemnify the Library for any and all claims, lawsuits, fees or costs that may arise from the applicant's use of Library facilities. Final interpretation of these policies rests with the Board of Trustees and is to be implemented by the Library Director.

Application for the Use of Library Meeting Room

Please return completed form in person to the library, or email to meetingrooms@lindenhurstlibrary.org

Name of Organization/Applicant: _____ Date: _____

Person requesting meeting room: _____ Phone number: _____

Address: _____ Town: _____

Purpose of group or organization, and meeting: _____

_____

Date(s) requested for meeting: _____

(Meeting rooms may only be booked up to three months in advance)

Meeting start time: _____ Meeting end time: _____ Estimated attendance: _____

Requesting: ☐ Large Meeting Room: LMR (75 person capacity) ☐ Small Meeting Room: SMR (15 person capacity)

Are children part of the meeting? ◯ Yes ◯ No

Check off any equipment needed: ☐ Laptop ☐ Projector ☐ Screen ☐ Microphone ☐ DVD Player

Check the diagram on the back of this application for the basic room set-up you need.

Please review and initial each statement:

_____ I have read and will comply with the Public Use of Library Meeting Rooms Policy.

_____ When finished, I will return the meeting room to the condition in which I found it.

_____ I understand that failure to comply with any of the Library's policies and guidelines may result in the loss of future use of meeting room space.

_____ The applicant agrees to hold the Lindenhurst Memorial Library, Library Administration, the Board of Trustees, its representatives, agents, and employees harmless and indemnify the Library for any and all claims, lawsuits, fees or costs that may arise from the applicant's use of Library facilities.
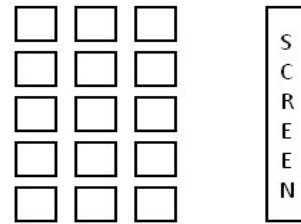
Signature of individual requesting meeting room space: _____

PLEASE CIRCLE THE SETUP OF YOUR CHOICE FOR THE MEETING ROOM YOU ARE REQUESTING:
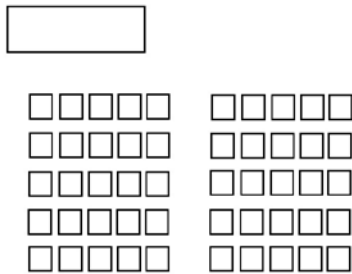
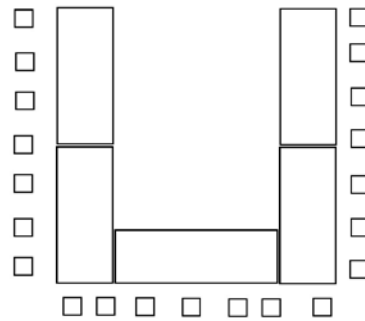Small Meeting Room:
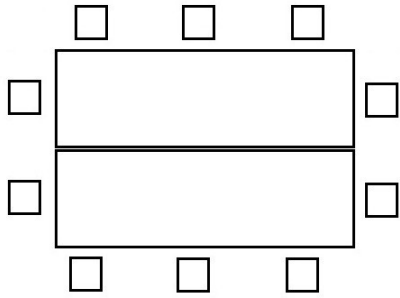
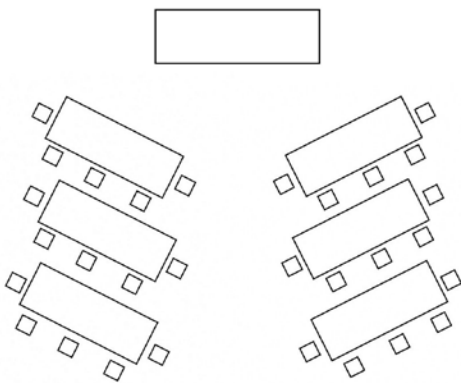Squared tables with chairs

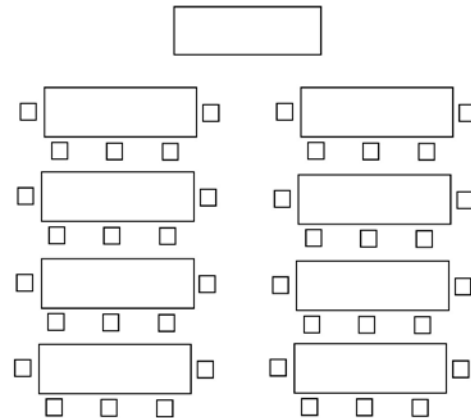Audience style with screen

Large Meeting Room:

Audience Style

U Shape

Angled Tables

Straight Tables