



APPLICATION FOR USE OF LIBRARY MEETING ROOM

Please print or type. Forward completed application to:

Meeting Rooms
Middle Country Public Library
101 Eastwood Blvd
Centereach NY 11720

Name of Organization: _____

Address: _____

Date(s) desired: _____

Day(s) of week: _____

Times: _____ to _____ Location: (please check one) Centereach Selden No Preference

Nature of function, specify and describe: _____

Expected Attendance: _____ Percentage of attendees who are residents of MCPL District: _____

Request permission to serve light refreshments

Name of Person making application: _____

Address: _____ Daytime Phone: _____

Signature of applicant: _____ Date: _____

I have read and understand the regulations for use of Library meeting rooms: _____ (please initial)

-----FOR LIBRARY USE ONLY-----

You have been assigned the use of the following meeting room:

MCPL Centereach: 101 Eastwood Blvd Room: _____ Capacity: _____

MCPL Selden: 575 Middle Country Road Room: _____ Capacity: _____

Restrictions on room capacities must be strictly adhered to.

Date(s): _____

Time(s): _____

Comments: _____

There are no meeting rooms available for the time you requested.

Your organization does not meet the regulations for use of the meeting rooms.

Authorized Signature: _____ Date: _____

REGULATIONS FOR USE OF LIBRARY MEETING ROOMS

It is the intention of the Board of Trustees of the Middle Country Public Library that the Library's meeting rooms shall have the widest possible use by residents of the Library District without interfering with normal Library operations. Programs are to be educational, cultural or recreational, and in strict compliance with New York State Education Law, E 414.

1. The Library Director is authorized by the Board of Trustees to review and act upon the applications submitted.
2. All applications must be made at least 10 working days before the proposed scheduled meeting. Applications must be submitted by a resident sponsor aged 18 years or older, of the Middle Country Public Library District.
3. In accordance with New York State Education Law, all meetings shall be open to the general public.
4. Meeting room use is limited to not-for-profit groups, preference will be given to groups composed of a majority Library District residents.
5. Library sponsored programs and activities are to take precedence in the assignment of meeting rooms; and may supersede any program scheduled.
6. Time periods for the use of the meeting rooms are as follows: 9:30 a.m. to 11:00 p.m. Monday to Friday
9:30 a.m. to 5:00 p.m. Saturday.
7. No admission fee may be charged, no donations may be solicited, nor may any items, products or services be sold by any organizations utilizing a meeting room. Nothing shall be exhibited, displayed or given away without permission of the library.
8. Organizations meeting regularly in the meeting rooms must renew their applications annually, prior to June 15.
9. Announcements of meetings in the Library must neither state nor imply that the Library is sponsoring the meeting. Use of a meeting room does not mean endorsement by the Library of the group using it, or of the program presented.
10. No intoxicating beverages may be brought to or consumed on Library premises. Light refreshments may be served with prior approval.
11. Attendance shall be limited to the prescribed legal capacity of each meeting room.
12. Applicants receiving permission to use the meeting rooms must be responsible for the conduct of attendees under their sponsorship.
13. The applicant personally and the organization, will be financially accountable for any damage or loss that may occur from the use of the meeting rooms.
14. The Library is not responsible for damage to or loss of property of individuals or organizations that is used or left on the premises.
15. There will be no parties, celebrations or festivities of any kind permitted within meeting rooms.
16. Six months prior to an election date, no candidate running for office for his/her party or support at such election will be permitted to utilize the meeting room. Campaigning for or against a candidate for his/her party is also prohibited.
17. The applicant will be responsible for any set-up required in the meeting rooms. Tables and chairs are available. Any other equipment must be provided by the applicant.
18. The meeting rooms will be left in a clean and orderly condition.
19. All rules of the Police, Health and Fire Departments are to be observed.
20. Organizations must notify the Library Director in the event of cancellation or postponement.
21. The right to revoke a permit, at any time, is reserved by the Library.
22. Additional stipulations may be imposed by the Library, as may be deemed necessary.
23. Paid tutors are prohibited from using meeting or study rooms.

***Adopted May 16, 1990 by the Board of Trustees of the Middle Country Public Library
Revised May 18, 1994, October 25, 2005., November 20, 2019.***