

Plainview-Old Bethpage Public Library

999 Old Country Road

Plainview, NY 11803

(516) 938-0077

Dear Community Organization:

The library offers the use of its meeting room facilities to organizations in the community. We are enclosing important information about the meeting rooms as well as an excerpt from the Education Law which applies to such use of library facilities. We ask that you read all of this information carefully.

If your organization wishes to use the library meeting room for periodic meetings between July 2011 and July 2012, please complete, detach and return the form below together with the "Application for Use" and "Meeting Reservation" form by May 16.

We shall do our best to fill your request for use of library facilities. Please note that library sponsored programs have first priority. Space assignments will be made on a first-come, first-served basis to community groups.

Those applications received by May 16 will receive confirmation on or about June 15. Others will receive confirmation promptly after that date. For further information, please call the library's Community Service office weekdays, 9:30am to 5:00pm.

Cordially,

Rochelle Brown-Friedman, Meeting Room Coordinator
Community Service Department

Plainview-Old Bethpage Public Library – Meeting Room Reservation

Name of Organization _____

Address _____

Meeting dates desired: (Day of month and specific dates)

_____ 1st choice _____ 2nd choice _____ 3rd choice

Estimated seating requirements _____

Starting time of meetings _____

All meetings must end at 9:00 pm in rooms A&B and 10:00 pm in Rooms C&D and in the Auditorium unless later time is arranged in advance.

I have read the Regulations regarding the use of library facilities and the provision of Education Law 414 as provided by the Plainview-Old Bethpage Library and agree to comply with them.

Signature of Plainview-Old Bethpage Resident _____

Phone # _____ Position in Organization _____

E-Mail Address _____

Plainview-Old Bethpage Public Library
**Application for Use of Library Facilities
for Public Meetings and Programs**

(Please complete in black ink)

Name of Organization: _____

Is the organization non-profit? _____ yes _____ no

Please state the mission of the organization. _____

Name and Title of Officer in Charge of Program _____

Address: _____ Phone # _____

E-Mail Address _____

Phone # for public who want information about your organization _____

Library Facility Requested: _____

Date: _____ Time: _____

Technical equipment needed: *(i.e. DVD, projector)* _____

Nature of Event: _____

Is this a fund raising event? _____ yes _____ no Estimated attendance _____

Will admission be charged? _____ yes _____ no If yes, how much? _____

If a boutique sale or auction is planned, what is the origin of the items? *(i.e. hand crafts, private collection)*

(Commercial vendors are not permitted)

Who will be doing the selling? _____

For what purpose is the money raised from admission fees or profits from the sale of items to be used?

Note: A financial statement form will be furnished to organizations at the time the fund raising event is approved by the Library Board of Trustees. This form **must** be completed and returned to the Library after the fund raising event.

I have read the regulations regarding the use of Library facilities (including appropriate provision of Education Law 414) as provided by the Plainview-Old Bethpage Library. Our organization's contemplated use of such facilities is in agreement with these regulations and provisions.

Date: _____ Signature: _____

(Must be Plainview-Old Bethpage Resident)

Address: _____ Phone # _____

Plainview-Old Bethpage Public Library
999 Old Country Road
Plainview, NY 11803-4995
(516) 938-0077

MEETING ROOM SET-UP

Please fill out this form in black ink and return to the Community Service Office indicating your requested meeting date and the equipment and floor plan needed. You may draw the floor plan on the reverse side. Please note that the library building closes at 11:00 pm on weekdays. All meetings must end at 9:00 pm in Rooms A&B and 10:00 pm in rooms C&D and the Auditorium unless special arrangements are made. Smoking is not permitted.

NAME OF ORGANIZATION _____

Responsible Officer: _____

Meeting Date: _____ Time: _____ Room: _____

Check items required:

____ Chairs _____ how many?

____ Long tables _____ how many?

____ Bridge tables _____ how many?

____ Coffee urn

____ Water carafe and cups

____ Lectern

____ Blackboard, chalk and eraser

____ Video cassette player & monitor: the VCR must be reserved in advance from the CS Office.

____ DVD player

Slide projectors, 16mm projectors and overhead projectors may also be reserved.

The Custodian on duty must ensure that fire laws are obeyed. He has been instructed to advise you on these regulations. Please give him your complete cooperation. If we are found in violation of the fire laws, we will no longer be able to provide meeting room space for community groups.

Please leave the room clean and deposit trash in the receptacles provided.

I accept responsibility for the proper use of the meeting room and equipment requested and have taken note of the specified time and regulations for use thereof.

Signature of responsible officer

Date

May 2011

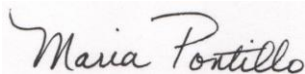
Dear Group Leader:

As you use the library for your meetings during the year, from time to time you may be serving refreshments at your meetings. These same meeting rooms are being used by the Family Center to hold many children's programs during the week.

Out of concern for the health of children attending our programs, we must ask that you refrain from serving peanuts as part of your refreshments. Some children who regularly attend our programs have severe peanut allergies and any stray peanut shells or residue from peanuts could be extremely dangerous to them.

Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Maria Pontillo". The signature is written in black ink on a light-colored background.

Maria Pontillo
Community Service Dept. Manager

Plainview-Old Bethpage Public Library

Meeting Room Reservation Procedures & Regulations

Procedures

The Library welcomes the use of our physical facilities (exhibit space, grounds, meeting rooms and Auditorium) by community organizations when the facilities are not in use for Library purposes. However, use is restricted to activities that will not impose undue traffic, noise or parking problems in the surrounding area or result in the disruption of Library activities. Meetings of the Library Board of Trustees and programs sponsored by the Library will be given first preference for use of Library facilities.

To provide for the proper assignment and use of this space, the Board of Trustees has adopted the following guidelines:

1. Days and Hours Available for Meetings

Rooms A and/or B

Monday, Tuesday, Thursday, & Friday

9:30 AM – 9:00 PM

Rooms C and/or D and Auditorium

Monday, Tuesday, Thursday & Friday

9:30 AM – 10:00 PM

2. Library facilities are available for:

- a) instructional meetings in any branch of education, learning or the arts.
- b) social, civic and recreational meetings and entertainment and for other uses pertaining to the welfare of the community.
- c) fundraising activities, if approved in advance by the Board of Trustees and only if the proceeds will be expended for an educational, civic or charitable purpose.
- d) political meetings that are not sponsored by a political organization as that term is defined in the document, "Use of Library Facilities for Meetings and other Purposes" (last revised May 16, 2007); or
- e) activities which are in accordance with the provisions of Education Law s414 (see attached.)

3. Library facilities are not available for:

- a) personal use;
- b) benefit of private individuals or for commercial purposes;
- c) meetings that are closed to the general public;
- d) fund-raising activities not previously approved by the Board of Trustees, and where the proceeds will not be expended for an educational, civic or charitable purpose.

4. Approval or Denial of Applications – The Library Director is authorized to approve or deny applications for the use of the Library’s facilities by individuals and organizations and he/she may delegate this authority to one or more members of the staff. Such approvals or denials shall be consistent with these guidelines and applicable Board policies. Denial of an application for other than unavailability of space may be appealed to the Board of Trustees.

5. Reservations

- a) Organizations desiring space must submit a properly completed application. Reservations will be granted on a first-come, first-served basis. The application must be signed by a Plainview-Old Bethpage resident who is a member of the group. If the application complies with the meeting room policy and the space is available, the request will be granted.
- b) In May of each year, the Library prepares application packets for use by groups who wish to reserve meeting room space for the coming year. Scheduling of regular monthly meetings for the coming fiscal year (July 1 through June 30) may be requested with this application.
- c) Requests are granted throughout the year, space permitting. Reservations must be made at least one week in advance.
- d) The submission of an application is not a guarantee of space. Where the specific space requested by an organization is not available, the Library reserves the right to allocate other space at its discretion.

6. Fees - There is no charge for the use of space when the Library is open during the designated hours. Individuals or groups desiring to use space outside of these hours, must make such a request in their application for use of the Library’s facilities. Approval depends on the availability of custodial employees during the time for which the application is made. The Board of Trustees will set fees and expenses associated with these custodial services.

Regulations

1. **ALL MEETINGS MUST BE OPEN TO THE PUBLIC.**
2. No admission fees may be charged for any meeting.
3. One group may not simultaneously reserve all the meeting room space on a particular date.
4. The sale of articles or merchandise is not permitted in the Library.
5. Smoking is prohibited in all areas of the Library.
6. No food or drink is permitted in the auditorium.
7. Light refreshments are permitted in Rooms A, B, C and D. No sterno cans, candles, incense or open flames of any kind are permitted. Only Library provided electrical appliances may be used in the meeting rooms.
8. Alcoholic beverages may not be brought into or consumed on Library property.
9. Occupancy limits posted in each room and established by the Nassau County Fire Marshal must be adhered to. Please note and announce the location of fire exits in each room at the start of your meetings. Fire laws stipulate they cannot be blocked at any time.
10. The Library will not provide storage for the property of organizations that meet in the building. At the end of each meeting, all property belonging to an organization must be removed from the Library.
11. Publicity of a meeting is the responsibility of the sponsoring group. No printed publicity may be distributed on Library property without permission of the Library. The sponsoring group must be identified on all publicity displayed or published. Neither the name nor address of the Library may be used as the official address or headquarters of any organization. No mail or shipments of materials will be accepted for individuals or organizations. Further, the Library phone number may not be used by any groups in their meeting announcements.
12. The Library is not responsible for lost or stolen articles.
13. No tacks, nails or scotch tape are to be placed on doors, walls or furniture.

14. The use of the Library meeting space is a privilege not a right. The Library reserves the right to deny the use of any meeting room to any group that does not comply with the above regulations.

Group's Responsibilities

1. The group must have one individual who will ensure that the group abides by all Library regulations. This person will also be the group's liaison with the Library.
2. Groups may arrange to use Library audio/visual equipment such as projectors, video monitors, etc. where they are available. However, no one shall operate Library equipment unless they are properly trained. This may require a group member to make an appointment with a library staff member prior to the meeting to receive training.
3. Organizations and/or their representatives are responsible for reimbursing the Library for any damage that may occur to the Library building or equipment.
4. Report any difficulties or problems with Library property or equipment to Library personnel.
5. Neither the Library nor its employees shall assume responsibility for the property of groups or organizations.
6. If it is necessary to cancel a meeting, please notify the Library as far in advance as possible (minimum of one week.) Repeated failure to notify the Library in a timely manner may result in loss of meeting room privileges.
7. The organization agrees to hold harmless the Library and its Board of Trustees and employees for any loss, damage, or injury by reason of any act or negligence on the part of the organization, its members, officers, agents or any persons using the premises on the invitation or permission of the organization.
8. Violations of these procedures may result in suspension of your group's meeting room privileges.

Revised 2/28/11