

Wyandanch Public Library

14 South 20th Street
Wyandanch, NY 11798
(631) 643-4848 / Fax (631) 643-4848

REQUEST FOR USE OF LIBRARY FACILITIES

To: The Library Director

Date Submitted _____

The _____ requests the use of the Library Meeting Room for
(Organization)

_____ for _____ people on _____ from _____ to _____
(Type of Activity) (Number) (Specify Date) (Time) (Time)

And no admission will be charged.

Summary of Activity _____

Requests must be made at the office of the Library Director at least one week in advance of the date of the intended use and not more than three months in advance if such use. It is understood that the undersigned "Will be personally responsible to see that all regulations of the Board of Trustees, which appear on the reverse side of this application, are observed and that the group or organization will be responsible for damage resulting from misuse of the facilities.

CHECK LOCATION AND EQUIPMENT DESIRED

- | | | |
|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Chalk Board | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> Floor Area | <input type="checkbox"/> TV/VCR | <input type="checkbox"/> Movie/Slide Screen |

Of Chairs _____ #Of Tables _____ Other (specify) _____

Name of Person Responsible _____
(Print Name)

Signature of Person Responsible _____

Address _____ Home Phone _____

Alternate person to contact _____ Business Phone _____

I have read the reverse side and understand the regulations for the use of the library facilities _____
(Initial)

Request for permission to use facilities is granted

Library Director

Date

President

Date

USE OF LIBRARY FACILITIES POLICY

1. The use of meeting rooms and floor space in the Wyandanch Public Library is granted to community groups and non-profit organizations whose aims are Library connected, educational and /or cultural. Use shall be limited to meetings and/or programs that benefit the community. Use of space for or to promote profit making ventures, for the operation of a non-profit enterprise, office space, and educational purpose not undertaken in accordance with policy is strictly prohibited. Requests to use the facility for tutoring shall be considered by the Board of Trustees in accordance with the Library Tutoring Policy.
2. Such use shall be nonexclusive and shall be open to the general public. No individual shall be denied admission for any reason, including refusal to give personal information. Any perceived threat to security (i.e. verbal or physical altercation) must be reported to Library Security or other appropriate Library staff.
3. Authorization to use the facility shall be limited to residents of the Wyandanch School District. The rooms may be used for Religious Services. Use of the Library's facilities by a group does not imply endorsement or the beliefs of that group by anyone connected with the Library.
4. Meeting rooms are available on a first come, first -served basis, except that library programs receive first consideration.
5. Failure to abide by these procedures will result in the forfeiture of your organization's privilege to use Library Meeting Rooms.

Regulation

1. All approved use of facility forms must be presented at the start of the program.
2. The applicant is responsible for all supervision and any damages that may occur.
3. Final Interpretation of this policy rests with Library Board of Trustees.
4. No admission fees may be charged; no donations may be solicited while in library building.
5. Groups or organizations must, themselves, provide necessary equipment and supplies if coffee or tea is desired. Meals or snacks of any kind except cookies and cake may not be served unless special permission is granted. Special care must be taken to insure proper clean-up. Smoking is prohibited/ Alcoholic beverages are prohibited.
6. The use of Library Facilities is generally available during regular Library hours. Room use is limited on Sunday. The Library reserves the right to assign the most appropriate meeting room based on scheduling needs.
7. Rooms and facilities shall be left clean and in an orderly fashion. Permission to use the facilities does not imply that custodial services will be provided. When facilities are used at a time that custodians are not scheduled at a specific location, a fee may be charged for expenses incurred (i.e. Sunday Programs)
8. The implementation of these regulations shall be responsibility of the Library Directors.

Application for Use

1. Requests for use of Library facilities shall be made in writing on terms provided by the Library. Requests must be received by the office of the Library Director at least one week in advance of the date of intended use. Applications may be made beginning on April 1st for the period of July 1st through December 31st and on October 1st for the period from January 1st through June 30th. Tentative room assignments will be made by April 5th and October 15th and may be subject to change later in order to accommodate as many groups as possible. Applicants must wait for a written decision on their facility use request before preparing for their meeting or program. The library assumes no responsibility for preparations made prior to approval or denial of a request.
2. In the event a meeting is cancelled, notification should be given to the office of the Library Director as soon as possible but at least two days before the scheduled date or the meeting to be cancelled.
3. In matters of scheduling the use of meeting space decision of the Board of Trustees will be final.