

Hauppauge Public Library

Town of Islip

601 Veterans Memorial Highway, Hauppauge, New York 11788

Phone: (631) 979-1600 Fax: (631) 979-4018

Email: info@hauppaugelibrary.org

Application For Use Of Library Meeting Space

This application requires the approval of the Library Director and must be filed at least thirty (30) days prior to the date on which the library's space will be used. Please type or print this form legibly.

Organization's Name: _____

Intended Use: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Date(s) Requested: _____

Starting Time: _____ Ending Time: _____ Est. # Of Attendees: _____

What Facilities Are Required: (tables, chair , microphones, white board, etc.):

I hereby certify that I have read and understand the Library's Meeting Room Policy on the reverse of this application and that I will comply with all aspects of it. I agree that Library space will only be used for the stated purposes above. The undersigned and the organization named above agrees to hold the Hauppauge Public Library harmless from any and all claims, injuries or damages as a result of the intended use of Library meeting space. I am authorized by the organization listed on this application to enter into agreements such as this one.

Signature: _____ Date: _____

This application is: APPROVED NOT APPROVED

Signed: _____ Date: _____

Hauppauge Public Library Use of Meeting Rooms and Facilities by Others Policy

The Board of Trustees feels that the Library should serve as the community's center and hope that the widest possible number of district residents will use it. Programs held at the Library are to be conducted by local organizations and be of general community interest, broadly educational, musical or recreational, wholesome in nature, and in strict compliance with the provisions of the New York State Education Law.

The following rules apply to usage of Library facilities:

- 1) All applications for use of Library facilities must be made in writing, on a form provided by the Library. No reservation will be final until it is approved by the Director or by their designee. The Director has the right to revoke a permit at any time.
- 2) Assignment of facilities is on a first come-first served basis with the exception that Library sponsored programs and events shall always have precedence.
- 3) There is no charge or fee for organizations to use Library facilities. Library facilities cannot be used for fund raising purposes. This means that raffles, sales or collections may not take place during meetings held in the Library and no admissions may be charged.
- 4) Library facilities may only be used between 9:30 am-8:45 pm Mondays – Thursdays and 9:30 am-4:45 pm Fridays – Saturdays and Sundays on a limited basis. The use of staff space and/or kitchen facilities is not permitted.
- 5) Smoking and the possession or consumption of alcoholic beverages is prohibited in Library facilities. All rules of the police, health and/or fire departments affecting use of public halls must be observed.
- 6) Nothing shall be exhibited or displayed without prior approval of the Director or their designee.
- 7) Organizations are expected to clean up facilities after their use.
- 8) Organizations receiving permission to use the Library's facilities agree to be financially accountable for any damage or loss that may occur, including the loss of personal property, and agree to hold the Library harmless from any and all claims, injuries and damages as a result of the use of Library facilities.
- 9) Organizations receiving permission to use the Library's facilities agree to be responsible for the conduct of participants and spectators attending functions under their sponsorship. Groups composed of minors must have adult supervision present and in control at all times.
- 10) Announcements of meetings to be held in the Library must not imply that the Library is sponsoring the event. Use of the facilities does not mean an endorsement by the Library of the group using the space or the program to be presented.
- 11) The Director reserves the right to place Library employee(s) in all meetings held on Library grounds.
- 12) Organizations should immediately notify the Library in the event that a meeting is cancelled or postponed and the organization is solely responsible for notifying attendees of any such cancellations.
- 13) No individual will be permitted to use Library space in any way or manner for his/her personal and/or private gain.
- 14) The Library Board reserves the right to amend these regulations in any manner it may deem necessary without providing advance notice.