

## Comsewogue Public Library Meeting Room Use Policy

Comsewogue Public Library Meeting Rooms are to provide the widest possible utilization by community organizations within the Library District conditioned upon there not being an interruption of Library operations.

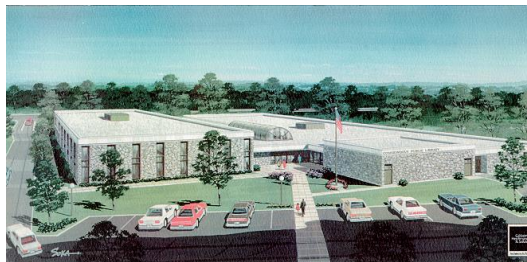
Meetings are to be of community interest, educational, cultural or recreational, wholesome in nature and in compliance with provisions of this policy. Holding of religious services is prohibited.

Political parties and other political groups are ineligible to use the library for any of their activities. Meetings/events at which candidates will discuss issues are permitted, provided the meeting/events are hosted by (room use application submitted by) a non-partisan, non-profit organization and all candidates for the same office, as applicable, have been invited. Elected officials may apply for room use in order to meet with their constituents/the public.

Applicants should note:

1. Applications are to be submitted at least 7 days prior to the requested meeting date.
2. Library-sponsored programs and activities are to take precedence regarding room assignments.
3. Room use is limited to once per month; time limitations are as follows:  
Community Rooms      Mon.-Thurs: 10am-10:30pm, Fri. 10am-4:30pm  
Children's Workshop      Mon.-Thurs: 10am-8:30pm, Fri. 10am-4:30pm
4. The maximum capacity of Community Room A and B is 80 persons each and the maximum capacity of the Children's Workshop is 25 persons.
5. In inclement weather, etc., call 631-928-1212 the day of your meeting to see if the Library will be open.
6. The Library Director is authorized by the Board of Trustees to approve meeting room use applications.
7. Applications are accepted for meeting rooms only; gallery use is prohibited.
8. In the event an applicant determines to cancel or postpone a meeting, the applicant is to immediately notify the Library.
9. Opinions presented by speakers are those of the speakers and do not reflect an endorsement by the library.
10. Applicants are held responsible, at their meetings, for the conduct of participants and spectators.
11. Announcement of meetings to be held at the Library must neither affirm nor imply that the Library is sponsoring the meeting.
12. No admission fee may be charged.
13. Nothing shall be sold, gifted, exhibited or displayed without the Library's permission.
14. It is the responsibility of the organization to provide all equipment. Emergency exits must NOT be blocked.
15. The Library is not responsible for damage or loss of supplies, equipment or other items owned and used by community groups and/or individuals.
16. Applicants are to be accountable for damage or loss to the Library caused by room use.
17. The Library will not store a community group's or individual's items.
18. Nothing may be affixed to meeting room walls.
19. Meeting rooms are to be left in an orderly condition.
20. While light refreshments may be served, alcohol and smoking are forbidden.
21. All meetings shall be non-exclusive and open to the general public.

# Comsewogue Public Library



## APPLICATION FOR USE OF THE LIBRARY COMMUNITY ROOM (Please Print or Type)

Today's Date \_\_\_\_\_

1. Name of Organization \_\_\_\_\_

2. Date or dates desired (within the next 90 days only) \_\_\_\_\_

Day or days of week: \_\_\_\_\_ Time: \_\_\_\_\_ (A.M. or P.M.) to: \_\_\_\_\_ (A.M. or P.M.)

3. Approximate number of people at the meeting \_\_\_\_\_ (see reverse side for maximum capacities)

4. Nature of function. **Specify and describe** \_\_\_\_\_

5. Room Setup: No. of chairs \_\_\_\_ No. of tables \_\_\_\_ Dry erase board \_\_\_\_ TV with DVD/VHS \_\_\_\_

Microphone \_\_\_\_ Podium \_\_\_\_ Screen \_\_\_\_ Coffee urn \_\_\_\_ Tea urn \_\_\_\_ (indicate # of cups) \_\_\_\_

Specific setup of room: \_\_\_\_\_

**Please Note: It is the responsibility of the organization to provide all technology-related equipment.**

6. Name of person making application (*must be a Comsewogue Library cardholder*) \_\_\_\_\_

Comsewogue Library Card # \_\_\_\_\_ Signature of applicant \_\_\_\_\_  
(I have read and agree with the policy on the reverse side.)

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Organization's Presiding Officer \_\_\_\_\_ Telephone: \_\_\_\_\_

Applications should be forwarded to: Library Director, Debra L. Engelhardt  
Comsewogue Public Library  
170 Terryville Road  
Port Jefferson Station  
New York, 11776

Telephone: 928-1212  
Fax: 928-6307

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**FOR LIBRARY USE**

Date Received by Director \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
*For Library Board of Trustees*