

**EMMA S. CLARK MEMORIAL LIBRARY
120 MAIN STREET
SETAUKET, NEW YORK 11733**

APPLICATION FOR USE OF MEETING ROOM FACILITIES

NOTE: Please read the regulations on the back of this form before filling out this application. Your signature attests to your group's eligibility and intent to comply with all regulations. The Library Director has the right to request additional information concerning the nature of the organization and the program before granting approval. The fact that an organization is permitted to meet in the Library does not in any way constitute an endorsement of the organization's policies or beliefs by the Library Board and staff.

ROOM REQUESTED: ____ BOARD ROOM (Capacity 10) ____ COMMUNITY ROOM (Capacity 79)

DAY & DATE: _____ HOURS: _____ to _____

ACTUAL MEETING STARTING TIME FOR ACTIVITIES CALENDAR: _____

ORGANIZATION OR GROUP NAME: _____

MAILING ADDRESS: _____

CONTACT DATA FOR WEB CALENDAR LISTING AND PUBLIC INQUIRIES:

NAME: _____ PHONE AND/OR E-MAIL: _____

NATURE OR PURPOSE OF THE PROGRAM: _____

ANTICIPATED ATTENDANCE: _____

ROOM ARRANGEMENT: Auditorium (chairs in rows) ____ Classroom (tables and chairs) ____
Discussion Circle (chairs only) ____ Discussion Circle (tables and chairs) ____

EQUIPMENT NEEDED: Lectern ____ Microphone ____ Digital Projector ____ DVD Player ____ CD Player ____

PLEASE NOTE: Anyone planning to use library equipment should request assistance at the Adult Reference Desk on the main level at least thirty minutes prior to their meeting. You can use our digital projector to share a PowerPoint or other computer presentation, but you will need to provide your own laptop or iPad and the HDMI cable needed to connect it to our system.

In consideration of the use of meeting room facilities, each group or organization agrees that it will pay for all damage to any property of the Emma S. Clark Memorial Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or group, or any of its invitees and that it will save harmless and indemnify the Emma S. Clark Memorial Library from any and all liability which may be imposed upon the library for any injury to persons or property caused by the organization or any other person in connection with the program.

It is understood that the Emma S. Clark Memorial Library assumes no responsibility whatever for any property placed in the Library in connection with the program and that the Library is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained during, or by reason of, a program held on the Library's premises.

I am a registered borrower at the EMMA S. CLARK LIBRARY, and I have read and agree to abide by the Regulations on the reverse side of this form.

SIGNATURE OF AUTHORIZED APPLICANT: _____

PRINT NAME HERE: _____ PHONE: _____

ADDRESS: _____

BARCODE (from the back of your library card): _____

ACCEPTED FOR THE LIBRARY: _____ DATE: _____

MEETING ROOM REGULATIONS: The Library Director may grant the privilege of using the Meeting Room to community organizations for public gatherings of a civic, cultural or educational nature subject to the following conditions.

1. Notwithstanding any of the provisions within these regulations, the Library will not carry on any activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Article 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by a corporation contributions to which are deductible under Article 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) and on this basis utilization of the Library's Meeting Room will not be permitted for any purpose pertaining to a "political" activity involving the attempt to "carry on propaganda, or otherwise attempting to influence legislation." Further, the Library will not permit its Meeting Room to be utilized for the purpose of a political campaign on behalf of any candidate for public office.
2. Library sponsored programs and activities shall have precedence in the assignment of the Meeting Room. Requests by community groups must be made by submitting this form at least two weeks prior to the date requested. The request must be submitted by a representative of the group who holds a valid Emma S. Clark borrower's card and assumes full responsibility for any liability incurred by the group. The Library reserves the prerogative of requiring that insurance coverage protecting the interests of the Library be provided by the community group proposing use of the Meeting Room.
3. Cancellations must be made at least forty-eight hours in advance of the request date. Failure to notify the library of a canceled use will result in suspension of the group's Meeting Room use privileges for a one-year period.
4. All reservations must be confined to the library's standard working hours. The Library recommends that groups plan to end their meetings 15-30 minutes before closing to allow the entire group time to vacate the building.
5. No group may use the room more often than once a month on a regular basis. Exceptions will be made only for library programs, groups with long histories of more frequent use or where barrier-free access is required by a group's membership and otherwise unavailable.
6. The room may not be used by any individual or organization for religious purposes; including, but not limited to utilization for religious prayer, the proselytization of a specific religion, study pertaining to a particular religion or any similar activity which, in any manner, possesses a religious purpose.
7. The room may not be used for commercial purposes. All meetings must be open to the general public. Organizations using the room may not charge admission, request donations, raise funds, sell goods or services during the course of, or in connection with a meeting held on library premises. (exceptions may be made for events authorized by the Library Board of Trustees.)
8. Organizations are responsible for supervising their own activities. Groups of minors will not be admitted to the room until the adult supervisor is present. Damage to Library property and/or violation of these rules by any member of the group may result in cancellation of Meeting Room privileges.
9. Light refreshments may be served with advance approval. Alcoholic beverages may not be brought to or consumed on Library premises.
10. Decorations, scenery or signs are not permitted. For safety reasons, no electrical equipment other than standard audio-visual presentation equipment may be used in the room. The Library is not responsible for supplies, equipment or other items owned by the organization booking the Meeting Room and used by them in the Library.
11. Neither the name nor the address of the Emma S. Clark Library may be used as the official address or headquarters of any organization, nor may it be used for purposes other than to identify the location of the program. In every case of materials publicizing a program, the name of the sponsoring organization must appear in letters larger and more prominent than that of the Emma S. Clark Memorial Library. Any unwarranted implication that a program is sponsored by the Emma S. Clark Memorial Library will constitute sufficient grounds for immediate cancellation of meeting room privileges. All publicity in regard to meetings of outside groups shall be the responsibility of the group and not the Library. The failure of the organization to comply with all applicable federal, state and/or local statutes as well as the rules of the Library will result in the cancellation of Meeting Room privileges.
12. By submitting this form, the applicant certifies that all supplied information is accurate and without omission. Failure to clarify any information requested on this form such that may affect judgement of said application is grounds for rejection of this application, and potentially any future application made by the offending group or individual. No application is considered confirmed until it has been reviewed and signed by the Director and the applicant has received express confirmation of said approval from the library.
13. The Library reserves the right to cancel any meeting room booking because of adverse weather conditions or for other reasons of an emergency nature.
14. The Library Board reserves the right to make any further rules that it may deem proper pertaining to the use of the room. This policy is also subject to revision without notice.