

ELMONT PUBLIC LIBRARY

REGULATIONS GOVERNING USE OF MEETING ROOM FACILITIES

Meeting Room facilities are available at the Elmont Memorial Library (Main Library) only. These facilities are available, free of charge, for public gatherings of a cultural, civic, community or educational nature.

These facilities may not be used for meetings for commercial or fund-raising purposes.

Applications for use of these facilities must be made in writing (took out in duplicate) on Form EML-1 APPLICATION FOR USE OF MEETING ROOM, together with a copy of its By-Laws or written description of the organization's purpose, subject to the approval of the attorney. Organizations requesting use of meeting room facilities at the Elmont Public Library must have a minimum of 75% of its members residing in the Elmont Union Free School District or the library districts who have contracted for services. New groups applying for meeting room space must have a resident representative attend a regular meeting of the Library Board of Trustees after submitting the application to answer any pertinent questions before approval can be granted.

Any organization renewing its application for use of a Library Meeting Room must submit their renewal "Application for Use of Meeting Room Facilities" by June first. If the organization's By-laws or written statement describing their purpose submitted with the original application has not changed, the Library Board of Trustees will approve the first renewal (under the advisement of the Library Director) and the Library Director will approve all renewals thereafter based on meeting room availability. Failure to renew will cause revocation and a new application must be submitted.

It is to be understood that Library needs must take priority. Organizations may be asked to change a meeting date on short notice. The Library will make every effort to avoid such situations, but if a change is necessary the Library will notify the Organization's contact person so that alternative arrangements may be made.

REGULATIONS: The following regulations must be followed in using the Library's Meeting Room facilities.

I. MEETINGS AND PROGRAMS

1. It is to be understood that all meetings and programs are open to the public. No closed meetings are permitted.
2. No admission fee may be charged, nor may funds be solicited and/or collected.
3. Meetings or programs must end by 10:30 P.M. and all members of the Organizations or audience must have left the building by 10:45 P.M.
4. No meetings or programs may be scheduled for when the Library is officially closed.
5. After each meeting the person in charge must complete an ORGANIZATIONS USING THE LIBRARY form, which is provided by the Library. This form must be filled in, giving the number of people attending the event, signed and left on the table in the Meeting Room.
6. If an Organization must cancel its meeting, the Organization must call the meeting room use coordinator at (516) 354-5280 ext. 221 and notify the Library of the change at least 24 hours in advance. If an Organization wishes to postpone its meeting to another date, it must reapply not less than 24 hours prior to the originally scheduled date. Two missed meetings, without prior notice, may result in cancellation of meeting room privileges.

II. FIRE REGULATIONS

1. Seating Capacity
 - A. Meeting Room #1 - 76 persons
 - B. Meeting Room #2 - 156 persons
 - C. Meeting Room #3 - 73 persons

III. REFRESHMENTS

Light refreshments (i.e., coffee and cake) may be served. There are no kitchen facilities available for food preparation or storage. Organizations must provide their own equipment and supplies.

IV. CLEAN-UP

Organizations are responsible for cleaning up the meeting room before leaving the building. Failure to observe this rule will result in cancellation of the Organization's Meeting Room privileges.

V. USE OF LIBRARY EQUIPMENT

1. Furniture arrangements needed may be made at the time the Meeting Room is booked, but must be made at least 48 hours in advance of the event.
2. Organizations may make advance arrangements with the Library's meeting room use coordinator for the use of the Library's Audio-Visual equipment for meetings held in the Library's meeting rooms. This equipment must be operated by Library staff *only*.
3. Programs in the Library may be broadcast or televised live or filmed or taped for broadcast or showing to another audience with the permission of the Director.

VI. DAMAGES TO LIBRARY PROPERTY AND/OR EQUIPMENT

1. All Library property and/or equipment made available for Organizational use is carefully checked prior to any loan, and will be loaned only in good working order. Organizations using such property and/or equipment will be held responsible for any damage thereto discovered after their use thereof, and will be assessed for the costs of the repair and/or replacement.
2. Failure to pay for such damages will result in the cancellation of the Organization's Meeting Room privileges.

VII. LIBRARY STAFF

A custodian is on duty until 11:00 P.M. in case of any problems and/or emergencies. However, all meetings must end by 10:30 P.M. and the building must be vacated by 10:45 P.M.

VIII. USE OF LIBRARY NAME

The name and address of the Elmont Public Library may not be used as the address or headquarters of any Organization. No such mail sent to the Library will be accepted.

IX. STORAGE

There are no facilities in the Library to permit Organizations to store materials or equipment.

X. OTHER REGULATIONS

1. It is understood that absolutely no fire arms, ammunition or weapons of any nature whatsoever shall be permitted under any circumstances on the Library premises or grounds, without the prior express written consent and approval of the Board of Trustees, which approval may only be given by a vote of the Board at a proper Meeting.
2. The Library reserves the right to make any additional Rules and Regulations pertaining to the use of library facilities and equipment that it deems necessary.
3. Inquiries or questions about Meeting Room use should be directed to the Adult Services Department at (516) 354-5280 ext. 1002.