

## **MEETING ROOM USE**

It is necessary that some limitations be given to the use of Library Meeting Rooms. Small groups and organizations may have one meeting per month at the Main Library (except clubs sponsored by the Elmont Public Library). All groups who meet at the Elmont Public Library must read and follow the "Regulations Governing Use of Meeting Room Facilities."

### **First-time Meeting Room Applicants**

New groups applying for meeting room space must complete Form EML-1, "Application for Use of Meeting Room." Applications and Form EML-2, "Regulations Governing Use of Meeting Room Facilities" are available at the Information Desk located in the Adult Reference section of the Main Library or can be downloaded from the Library's web site at [www.elmontlibrary.org](http://www.elmontlibrary.org) (click on Meeting Room Policy). After the applicant has read the Meeting Room Policy, Regulations Governing Use of Meeting Room Facilities, and completes the application, it must be delivered or mailed to the Library Director's attention. A copy of the organization's By-laws and/or a written statement describing the organization's purpose must be included with the application being submitted. The Library's Attorney will review the application and By-laws or written statement, and report his findings to the Library Board of Trustees.

The resident representative from the organization will be required to attend the next regular meeting of the Board of Trustees to answer any questions they may have pertaining to the application. Once the Board of Trustees passes a resolution approving the application, the Library's meeting room coordinator will review and reserve meeting room space according to availability.

### **Renewal of Meeting Room Use Applications**

The Library Board shall review annually all renewals of Meeting Room Use Applications at their regular monthly July Board Meeting. Library Administration will send out a notification letter and a copy of Form EML-1, "Application for Use of Meeting Room Facilities" and "Regulations Governing Use of Meeting Room Facilities" on the first of April each year. Renewal applications must be delivered or sent back to the Library Director by June first.

If the organization's By-laws or written statement describing the organization's purpose is on file with the Library from the initial application process and there are no changes, the completed "Application for Use of Meeting Room Facilities" should be sent or delivered to the Library Director's

attention. It will be reviewed by the Board of Trustees (the first renewal) and the Director (who will approve renewals thereafter) and approved based on the availability of meeting rooms.

POLICY NO. 700-1

ADOPTED 12/16/1979

AMENDED 5/26/1983, 10/25/1984, 6/26/1997, 3/27/2000, 12/28/2006, 5/27/10, 11/21/2019