



# MIDDLE COUNTRY PUBLIC LIBRARY

## APPLICATION FOR USE OF LIBRARY MEETING ROOM

(please print or type – a copy will be returned to you after processing)

Forward completed application to

**Meeting Rooms**  
Middle Country Public Library  
101 Eastwood Boulevard  
Centereach NY 11720

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Date(s) desired: \_\_\_\_\_

Day(s) of week: \_\_\_\_\_

Times: \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

Meeting location: (please check one) NO PREFERENCE \_\_\_\_\_ CENTEREACH ONLY \_\_\_\_\_ SELDEN ONLY \_\_\_\_\_

Nature of function, specify and describe: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Percentage of attendees who are residents of MCPL District: \_\_\_\_\_

Request permission to serve light refreshments: Yes \_\_\_\_\_ No \_\_\_\_\_

*Set up and clean up are the responsibility of the organization using the room.*

Name of person making application: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime phone # \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*I have read and understand the regulations for use of Library meeting rooms (please initial)*

### FOR LIBRARY USE ONLY

You have been assigned use of the following room:

#### MCPL Centereach – 101 Eastwood Boulevard

Community Room \_\_\_\_\_ (224)

#### Conference Rooms

Weiss \_\_\_\_\_ (6)

Ammerman \_\_\_\_\_ (2)

Seaman \_\_\_\_\_ (4)

Foundation Room \_\_\_\_\_ (15)

Lower Meeting Room \_\_\_\_\_ (15)

Kroog Room \_\_\_\_\_ (25)

**\*Maximum capacity is reflected by the numbers after each room.**

#### MCPL Selden-575 Middle Country Road

Large Meeting Room \_\_\_\_\_ (175)

Small Meeting Room \_\_\_\_\_ (46) (after 4 pm)

Conference Room \_\_\_\_\_ (6)

Hough Room \_\_\_\_\_ (15)

Family Place Training Room A \_\_\_\_\_ (25)

Family Place Training Room B \_\_\_\_\_ (25)

Date(s) \_\_\_\_\_

Time(s) \_\_\_\_\_

Comments: \_\_\_\_\_

There are no meeting rooms available for the time you requested.

Your organization does not meet the regulations for use of the meeting rooms.

Date

Authorized Signature

## REGULATIONS FOR USE OF LIBRARY MEETING ROOMS

It is the desire of the Board of Trustees of the Middle Country Public Library that the Library meeting rooms shall have the widest possible use by residents of the Library District without interfering with normal Library routine. Programs are to be educational, cultural or recreational, and in strict compliance with New York State Education Law.

1. The Library Director is authorized by the Board of Trustees to act upon the applications submitted.
2. All applications must be made at least 10 working days before the scheduled meeting. Applications must be submitted by a resident of the Middle Country Public Library district.
3. In accordance with New York State Education Law, all meetings shall be open to the general public.
4. Library sponsored programs and activities take precedence in assignment of the meeting rooms, and may supersede any program scheduled.
5. Time limitations for use of the meeting rooms are as follows: 9:30 a.m. to 11:00 p.m. Monday to Friday  
9:30 a.m. to 5:00 p.m. Saturday
6. No admission fee may be charged.
7. Organizations meeting regularly in the meeting rooms must renew their applications annually, before June 15.
8. Announcements of meetings in the Library must neither affirm nor imply that the Library is sponsoring the meeting. Use of a meeting room does not mean endorsement by the Library of the group using it, or of the program presented.
9. No intoxicating beverages may be brought to or consumed on Library premises. Light refreshments may be served on approval.
10. Attendance shall be limited to the legal capacity of each meeting room.
11. Nothing shall be sold, given away, exhibited or displayed without permission of the Library.
12. Applicants receiving permission to use the meeting rooms must be responsible for the conduct of participants and spectators attending functions under their sponsorship.
13. The applicant, and the group, will be financially accountable for any damage or loss that may occur from the use of the meeting rooms.
14. The Library is not responsible for property of individuals or organizations that is used or left on the premises.
15. There will be no parties or celebrations of any kind.
16. During the period of six months precedent to an election date, no candidate for office to be considered at such election will be permitted to utilize the meeting room.
17. The applicant will be responsible for any set-up required in the meeting rooms. Tables and chairs are available. Any other equipment must be provided by the applicant.
18. The meeting rooms will be left in a clean and orderly condition.
19. All rules of the Police, Health and Fire Departments must be observed.
20. Organizations should notify the Library Director, immediately, in the event of cancellation or postponement.
21. The right to revoke a permit, at any time, is reserved by the Library.
22. Additional stipulations may be imposed by the Library, as may be deemed necessary.

*Adopted May 16, 1990 by the Board of Trustees of the Middle Country Public Library  
Revised May 18, 1994 by the Board of Trustees of the Middle Country Public Library  
Revised November 16, 2005 by the Board of Trustees of the Middle Country Public Library*