

Plainview-Old Bethpage Public Library

999 Old Country Road

Plainview, NY 11803

(516) 938-0077

www.poblib.org

Dear Community Group Leader:

The library offers the use of its meeting rooms to organizations in the community. ***The Meeting Room Procedures & Regulations*** and an excerpt of the ***Education Law*** are provided to inform you of what is expected of your group when using our space. Please read the information carefully and keep them for your reference; do not return them with your application.

To reserve space for meetings between July 2019 and end of June 2020, please complete and return the ***Application for Use***, the ***Meeting Room Reservation***, and the ***Meeting Room Set-up*** forms. We begin to accept completed applications for the 2019-2020 year on Wednesday, May 22.

We do our best to fill your request for dates and times but library-sponsored programs have first priority. Space assignments are made on a first-come, first-served basis to community groups.

ALL ROOMS MUST BE VACATED BY 9:00 PM

Applications received from May 22 and on will receive confirmation on or about June 19. Those received later will receive confirmation as promptly as possible. For further information, please call the library's Community Service office weekdays, 9:00 am to 5:30 pm at

516-938-0077 x223 or x224

Cordially,

Nancy Cronan

Community Service Department

Plainview-Old Bethpage Public Library
**Application for Use of Library Facilities
for Public Meetings and Programs**

INSTRUCTIONS: Type in the form and print it or print and complete by hand. Submit to the CS office.

Name of Organization: _____

Is the organization non-profit? yes no

Please state the mission of the organization:

Name and Title of Officer in Charge of Program _____

Address: _____ Phone # _____

E-Mail Address _____

Phone # for public who want information about your organization _____

Nature of Event: _____

Is this a fund raising event? yes no Estimated attendance _____

Will admission be charged? yes no If yes, how much? _____

If a boutique sale or auction is planned, what is the origin of the items? (*i.e. hand crafts, private collection*)

(*Commercial vendors are not permitted*)

Who will be doing the selling? _____

For what purpose is the money raised from admission fees or profits from the sale of items to be used?

Note: A financial statement form will be furnished to organizations at the time the fund raising event is approved by the Library Board of Trustees. This form **must** be completed and returned to the Library after the fund raising event.

I have read the regulations regarding the use of Library facilities (including appropriate provision of Education Law (414) as provided by the Plainview-Old Bethpage Library. Our organization's contemplated use of such facilities is in agreement with these regulations and provisions.

Date: _____ Signature: _____

(*Must be Plainview-Old Bethpage Resident*)

Address: _____ Phone # _____

Plainview-Old Bethpage Public Library
Meeting Room Reservation

Name of Organization: _____

Address: _____

Meeting Dates Desired: (Community groups may meet on Tuesday, Thursday & Friday ONLY)

Please list requested dates, including day of the week, month and starting time. For second choice dates, please print an additional sheet

Day of the Week	Month	Date (mm/dd/yy)	Time

Estimated attendance: _____

Space requested - check one or more if needed:

- ☐ Auditorium
- ☐ Rooms A & B
- ☐ Room A
- ☐ Room B

- ☐ Rooms C & D
- ☐ Room C
- ☐ Room D
- ☐ Room E

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MEETING ROOM SET-UP

Please fill out this form and return to the Community Service Office with requested meeting date and the equipment and floor plan needed. You may draw the floor plan on the reverse side. Please note that the library building closes at 11:00 pm on weekdays. **All meetings must end at 9:00 pm unless special arrangements are made.** Smoking is not permitted.

NAME OF ORGANIZATION _____

Responsible Officer: _____

Meeting Date: _____ Time: _____ Room: _____

Check items required:

- ___ Chairs ___ how many?
- ___ Long tables ___ how many?
- ___ Bridge tables ___ how many?
- ___ Coffee urn
- ___ Water carafe and cups
- ___ Lectern
- ___ Blackboard, chalk and eraser
- DVD player
- Projector

The Custodian on duty must ensure that fire laws are obeyed. They have been instructed to advise you on these regulations. Please give them your complete cooperation. If we are found in violation of the fire laws, we will no longer be able to provide meeting room space for community groups.

Please leave the room clean and deposit trash in the receptacles provided.

I accept responsibility for the proper use of the meeting room and equipment requested and have taken note of the specified time and regulations for use thereof.

Signature of responsible officer

Date

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May 2019

Dear Group Leader:

As you use the library for your meetings during the year, from time to time you may be serving refreshments at your meetings. These same meeting rooms are being used by the Family Center to hold many children's programs during the week.

Out of concern for the health of children attending our programs, we must ask that you refrain from serving peanuts as part of your refreshments. Some children who regularly attend our programs have severe peanut allergies and any stray peanut shells or residue from peanuts could be extremely dangerous to them.

Thank you for your cooperation.

Sincerely,

Nancy Cronan

Community Service Department

Plainview-Old Bethpage Public Library

Meeting Room Reservation Procedures & Regulations

Procedures

The Library welcomes the use of our physical facilities (exhibit space, grounds, meeting rooms and Auditorium) by community organizations when the facilities are not in use for Library purposes. However, use is restricted to activities that will not impose undue traffic, noise or parking problems in the surrounding area or result in the disruption of Library activities. Meetings of the Library Board of Trustees and programs sponsored by the Library will be given first preference for use of Library facilities.

To provide for the proper assignment and use of this space, the Board of Trustees has adopted the following guidelines:

PLEASE NOTE

DUE TO INCREASED LIBRARY PROGRAMMING MONDAYS ARE NO LONGER AVAILABLE FOR COMMUNITY GROUPS

1. Days and Hours Available for Meetings

Rooms A and/or B/C&D/E and Auditorium
Tuesday, Thursday and Friday 9:00 am - 9:00 pm

2. Library Facilities are available for:

- a) instructional meetings in any branch of education, learning or the arts.
- b) social, civic and recreational meetings and entertainment and for other uses pertaining to the welfare of the community.
- c) fundraising activities, if approved in advance by the Board of Trustees and only if the proceeds will be expended for an educational, civic or charitable purpose.
- d) political meetings that are not sponsored by a political organization as that term is defined in the document, "Use of Library Facilities for Meetings and other Purposes" (last revised April 17, 2013); or
- e) activities which are in accordance with the provisions of Education Law s414 (see attached.)

3. Library facilities are not available for:

- a) personal use;
- b) benefit of private individuals or for commercial purposes;
- c) meetings that are closed to the general public;
- d) fund-raising activities not previously approved by the Board of Trustees, and where the proceeds will not be expended for an educational, civic or charitable purpose.

4. Approval or Denial of Applications – The Library Director is authorized to approve or deny applications for the use of the Library’s facilities by individuals and organizations and he/she may delegate this authority to one or more members of the staff. Such approvals or denials shall be consistent with these guidelines and applicable Board policies. Denial of an application for other than unavailability of space may be appealed to the Board of Trustees.

5. Reservations

- a) Organizations desiring space must submit a properly completed application. Reservations will be granted on a first-come, first-served basis. The application must be signed by a Plainview-Old Bethpage resident who is a member of the group. If the application complies with the meeting room policy and the space is available, the request will be granted.
- b) In May of each year, the Library prepares application packets for use by groups who wish to reserve meeting room space for the coming year. Scheduling of regular monthly meetings for the coming fiscal year (July 1 through June 30) may be requested with this application.
- c) Requests are granted throughout the year, space permitting. Reservations must be made at least one week in advance.
- d) The submission of an application is not a guarantee of space. Where the specific space requested by an organization is not available, the Library reserves the right to allocate other space at its discretion.

6. Fees - There is no charge for the use of space when the Library is open during the designated hours. Individuals or groups desiring to use space outside of these hours, must make such a request in their application for use of the Library’s facilities. Approval depends on the availability of custodial employees during the time for which the application is made. The Board of Trustees will set fees and expenses associated with these custodial services.

Regulations

1. **ALL MEETINGS MUST BE OPEN TO THE PUBLIC.**
2. No admission fees may be charged for any meeting.
3. One group may not simultaneously reserve all the meeting room space on a particular date.
4. The sale of articles or merchandise is not permitted in the Library.
5. Smoking is prohibited in all areas of the Library.
6. No food or drink other than water is permitted in the auditorium or Room E.
7. Light refreshments are permitted in Rooms A, B, C and D. No sterno cans, candles, incense or open flames of any kind are permitted. Only Library provided electrical appliances may be used in the meeting rooms.
8. Alcoholic beverages may not be brought into or consumed on Library property.
9. Occupancy limits posted in each room and established by the Nassau County Fire Marshal must be adhered to. Please note and announce the location of fire exits in each room at the start of your meetings. Fire laws stipulate they cannot be blocked at any time.
10. The Library will not provide storage for the property of organizations that meet in the building. At the end of each meeting, all property belonging to an organization must be removed from the Library.
11. Publicity of a meeting is the responsibility of the sponsoring group. No printed publicity may be distributed on Library property without permission of the Library. The sponsoring group must be identified on all publicity displayed or published. Neither the name nor address of the Library may be used as the official address or headquarters of any organization. No mail or shipments of materials will be accepted for individuals or organizations. Further, the Library phone number may not be used by any groups in their meeting announcements.
12. The Library is not responsible for lost or stolen articles.
13. No tacks, nails or scotch tape are to be placed on doors, walls or furniture.

14. The use of the Library meeting space is a privilege not a right. The Library reserves the right to deny the use of any meeting room to any group that does not comply with the above regulations.

Group's Responsibilities

1. The group must have one individual who will ensure that the group abides by all Library regulations. This person will also be the group's liaison with the Library.
2. Groups may arrange to use Library audio/visual equipment such as projectors, video monitors, etc. where they are available. However, no one shall operate Library equipment unless they are properly trained. This may require a group member to make an appointment with a library staff member prior to the meeting to receive training.
3. Organizations and/or their representatives are responsible for reimbursing the Library for any damage that may occur to the Library building or equipment.
4. Report any difficulties or problems with Library property or equipment to Library personnel.
5. Neither the Library nor its employees shall assume responsibility for the property of groups or organizations.
6. If it is necessary to cancel a meeting, please notify the Library as far in advance as possible (minimum of one week.) Repeated failure to notify the Library in a timely manner may result in loss of meeting room privileges.
7. The organization agrees to hold harmless the Library and its Board of Trustees and employees for any loss, damage, or injury by reason of any act or negligence on the part of the organization, its members, officers, agents or any persons using the premises on the invitation or permission of the organization.
8. Violations of these procedures may result in suspension of your group's meeting room privileges.

Revised 4/09/19

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EDUCATION LAW 414

Schoolhouses and the grounds connected therewith and all property belonging to the district shall be in the custody and under the control and supervision of the trustees or board of education of the district. The trustees or board of education may adopt reasonable regulations for the use of such schoolhouses, grounds or other property, when not in use for school purposes for such other public purposes as are herein provided. Such regulations shall not conflict with the provisions of this chapter and shall conform to the purposes and intent of this section and shall be subject to review on appeal to the commissioner of education as provided by law. The trustees or board of education of each district may, subject to regulations adopted as above provided, permit the use of the schoolhouse and rooms therein, and the grounds and other property of the district, when not in use for school purposes, except as provided in subdivision seven hereof; for any of the following purposes:

1. For the purpose of instruction in any branch of education, learning, or the arts.
2. For public library purposes, subject to the provisions of this chapter, or as stations of public libraries.
3. For holding social, civic and recreational meetings and entertainments, and other uses pertaining to the welfare of the community; but such meetings, entertainment and uses shall be nonexclusive and shall be open to the general public.
4. For meetings, entertainments and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose; but such use shall not be permitted if such meetings, entertainments and occasions are under the exclusive control, and the said proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval and marine service of the United States and organizations of volunteer firemen.
5. For polling places for holding primaries and elections and for the registration of voters and for holding political meetings. But no meetings sponsored by political organizations shall be permitted unless authorized

by a vote of a district meeting, held as provided as law, or, in cities by the board of education thereof. Except in cities, it shall be the duty of the trustees or board of education to call a special meeting for such purpose upon the petition of at least ten per centum of the qualified electors of the district. Authority so granted shall continue until revoked in like manner and by the same body as granted. *

6. For civic forums and community centers. Upon the petition of a least 25 citizens residing within the district or city, the trustees or board of education in each school district or city shall organize and conduct community centers for civic purposes, and civic forums in the several school districts and cities, to promote and advance principles of Americanism among the residents of the state. The trustees or board of education in each school district or city, when organizing such community centers or civic forums, shall provide funds for the maintenance and support of such community centers and civic forums, and shall prescribe regulations for their conduct and supervision provided that nothing herein contained shall prohibit the trustees of such school district or the board of education to prescribe and adopt rules and regulations to make such community centers or civic forums self supporting as far as practicable. Such community center and civic forums shall be at all times under the control of the trustees or board of education in each school district or city, and shall be nonexclusive and open to the general public.
7. For classes of instruction for mentally retarded minors operated by a private organization approved by the commissioner of education, such use may be permitted when the school is in use for school purposes when in the opinion of the trustees or board of education such use shall not be disruptive of normal school operations. Rent for the use of such facilities may be demanded by said trustees or board of education.

*This authorization has been denied by vote of a district meeting.