As per Section 414(1) of the NY State Education Law, when not in use for Library purposes, the Library’s meeting rooms, may be used by Farmingdale-based groups, clubs, organizations or societies, the majority of whose membership and attendees are from the Farmingdale U.F.S.D. #22 for any of the following purposes:

(a) for instruction in any branch of education, learning or the arts;
(b) for holding social, civic, and recreational meetings and entertainment and for other uses pertaining to the welfare of the community; but such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public;
(c) for polling places; and
(d) for civic forums.

Rooms are NOT available for:
(a) personal use;
(b) any form of worship services – religious, secular or otherwise.
(c) the benefit of private individuals or for commercial purposes or support. Article 8 Section 1 of the Constitution of the State of New York specifies: “No county, city, town, village or school district shall give or loan any money or property to or in aid of any individual, or private corporation or association, or private undertaking…”
(d) Meeting rooms will not be made available to elected officials, candidates, their offices, or their staff for any purpose after September and through Election Day.

Should a question regarding the composition of a group arise, the Library reserves the right to request a current membership list with the names and addresses of all members. Duly constituted political groups may use the rooms as per the above membership rule, but temporary committees for the advancement of an individual’s success in a political campaign shall not use. Library-sponsored programs will always be given preference for use of the rooms. Upon adequate notice, the Library reserves the right to revoke permission to use any meeting room for the purpose of meeting room use for Library programs or purposes.

A. RESERVATIONS

1. Applications for the use of the meeting room shall be made to the Library on the form prescribed.

2. The application form must be completed and signed by an organization representative who is 21 years of age or older, who will assume responsibility for the group’s use of the facility, and for seeing that the use conforms to this policy.

3. Completed applications must be submitted to the Business Office. Reservations will not be taken by phone.

4. No meeting room may be used without the express permission of the Library Director or his/her designee. Notice of approval or denial will be mailed to the applicant.

5. In order to provide fair and equitable access to the meeting rooms, the Board reserves the right to refuse permission to use the rooms more than once a month or on a regular basis.
6. All bookings will be on a first-come, first-served basis, subject to the Library’s right to limit usage to permit more equitable use of the meeting rooms.

7. All bookings may be done annually for a period not to exceed 12 months.

8. Organizations given permission to use the Library building do so under the conditions specified by the Library Board. Such permits are not transferable. Violation of the policy may result in the permission being revoked at any time prior to the date of the event specified at the Director’s discretion.

9. All applicable fees must be paid in advance.

10. If the Director or the Library Board has any questions about the organization, a representative of the organization may be required to attend a regular meeting of the Library Board to answer any questions. A group or organization applying for the use of meeting room space may be required to have a representative attend a regular meeting of the Library Board.

11. All uses shall be non-exclusive and shall be open to the general public.

B. RULES AND REGULATIONS

As per Section 414(2) of the NY State Education Law, the Board of Trustees does hereby establish the following terms and conditions for use of the Library’s meeting rooms:

I. Hours Available and Fees

The rooms will be available as follows:

- Monday, Tuesday, Thursday: 9:00 am – 9:00 pm
- Wednesday: 10:00 am – 9:00 pm
- Friday: 9:00 am – 6:00 pm
- Saturday: 9:00 am – 5:00 pm (September – June)
- Saturday: 9:00 am – 1:00 pm (July and August)
- Sunday: 1:00 pm – 5:00 pm (on the Sundays Library is open)

a) Meetings may extend beyond 9 PM Monday through Thursday only. A fee of $30.00 will be charged to cover costs for personnel and utilities. No meeting may extend beyond 10:00 pm.

b) Meetings cannot be held on holidays the Library is closed. Meetings must end one half-hour before the scheduled closing time on Friday, Saturday, Sunday and holidays the Library is open.

c) A Set-up fee of $30.00 will be charged if an organization wishes to alter the standard set-up of a room. The standard set-ups are: Tables and chairs for meeting rooms C and D, chairs only for meeting rooms A and B.

II. Conduct
To ensure uniform conduct by the various groups, the Library Board hereby adopts the following rules and regulations:
1. The organization may not charge an admission fee, nor may a collection be taken, nor donations solicited. The only exceptions are in the case of paid registration at programs held in cooperation with the Library or sponsored by the Library, or payment of fees for education courses sponsored by nonprofit organizations.

2. The organization may not sell any products or services, except in the case of payment for materials required for educational or group discussion use.

3. Deliveries of food and equipment are the responsibility of the group using the room. Library personnel will not accept or sign for such deliveries.

4. Library personnel will not assist organizations with registration, distribution of materials or give information regarding meetings, classes or entertainment offered by outside groups, unless such program is sponsored by the Library.

5. No printed material may be distributed on Library property without written permission of the Library Director.

6. Light refreshments, excluding alcoholic beverages, may be served, but the organization must provide all necessary serving equipment including plates and utensils.

7. The organization is responsible for cleanup after the program.

8. Organizations may use their own audio-visual equipment or may use the Library’s A.V equipment if a prior arrangement has been made on the application. The following equipment is available for use: TV, DVD player, VCR, CD player and pull down screen. A qualified operator of the organization must become familiar with the equipment prior to the meeting at which it is to be use by appointment during regular library hours. A trained library staff member shall assist in familiarization and operation of equipment, but will not be available for assistance during the scheduled meeting time. The library reserves the right to deny a group the use of any audio/visual equipment if, in the opinion of the library representative, the user’s representative is not qualified to operate such equipment.

9. Music will be permitted if it does not interfere with other persons using the Library.

10. All publicity (e.g. posters, brochures, throwaways, and radio or TV announcements) must carry the name of the organization sponsoring the meeting. The Library may not be identified as a sponsor.

11. Neither the name nor address of the Farmingdale Library may be used as the organizations’ headquarters.

12. Youth organizations using the room must have at least one adult (21 or over) present for every 10 minors (under age 21).
13. If a meeting is canceled, the Library should be notified as far in advance as possible. Failure to notify the Library in a timely manner may result in loss of meeting room privileges.

14. The Library is not responsible for lost or stolen articles.

15. No program in the Library may be broadcast or televised without the Director’s written permission.

16. Smoking is not permitted throughout the Library in accordance with state law.

17. As per the Americans With Disabilities Act, if a hearing impaired person so requests at least one week before a meeting, the group or organization using the meeting room must provide a sign-language interpreter or arrange for the use of the Library’s assistive listening devices. Assistive listening devices are available from the Library at no charge.

If a member of a group is handicapped or uses a wheelchair, the person booking the room must notify the Library in order that arrangements can be made.

18. No group or organization using the meeting room will discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status.

19. The organization using the meeting room is responsible for any damages to the premises or its contents when such damage occurs as a result of the organization’s use. The person reserving a meeting room must inspect the facility prior to the date or time of the meeting and report any damage to the Library staff immediately.

20. The Library assumes no responsibility whatever for personal injury to any member, affiliated person, guests, invitee or licensee of the using organization, its members, affiliated persons, guests, invitees or licensees. Each group or organization using the meeting rooms holds harmless and indemnifies the Library for any and all liability which arises out of the use of meeting rooms. Groups or organizations using the meeting rooms shall carry their own comprehensive general liability insurance policy naming the Farmingdale Public Library as an additional insured and providing protection at a minimum level of $500,000 property damage and $1,000,000 personal liability damage. A Certificate of Insurance must be submitted with the application for use of the Meeting Rooms.

21. No tacks, nails, Fun Tac, or tape are to be placed on doors, walls or furniture.

22. The fact that an organization or group is permitted to meet at the Library does not, in any way, constitute an endorsement of the group’s beliefs or policies.
23. The Library reserves the right to subdivide each meeting room for use by another organization if necessary.

24. No tipping of library employees is allowed.

25. Maximum occupancies of rooms as established by law will be strictly enforced.

26. Violation of any of the Library Board’s regulations may be result in the loss of meeting room privileges.

27. Organizations may request storage space from the Library Director. Space will be allotted as possible. The following rules concerning storage apply:

   a) Organizations must provide their own cabinets which cannot exceed 8 feet in height or 5 feet in width. Cabinets must be clearly marked with the name of the organization;
   b) Cabinets can be locked. The Library will not be responsible for holding keys, nor for damage to or theft from cabinets;
   c) Perishable food cannot be stored in cabinets. Coffee, tea and sugar may be stored, but must be in sealable containers; and
   d) The Library reserves the right to inspect the contents of cabinets.

III. Safety
In the event of a fire or emergency evacuation of the Library building, the following must be observed:

   a) Organizations using the meeting rooms must notify the person in charge if someone in their group is handicapped or using a wheelchair.
   b) Organizations using the meeting rooms must have attendance lists to ensure that all attendees are accounted for.
   c) Organizations using the meeting rooms are responsible for announcing to the group the location of fire exits and the fire exit paths.
FARMINGDALE PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING ROOM

Date of Meeting: ________________________    Time From: _____________ To: ______________

INSTRUCTIONS:
1. Complete one application form for each date being requested. Application must bear original signature and will be rejected if not complete. The library will not be responsible for loss of date because of failure to complete form.
2. Please review the MEETING ROOM LAYOUT SHEET, on the reverse side of this application, illustrating the standard set up for the meeting rooms. Please select the type of set up required. If you require a different room set up than is indicated, it is necessary to submit a completed MEETING ROOM LAYOUT Sheet.

Name of Organization

Business Address                          Telephone

Name and Address of Chair/President            Telephone

Purpose of Meeting: _______________________________ Estimated Number of Attendance: ________

Literature to be distributed:  No ____________  Yes ______________ (attach copy)

Set Up Required:  No ______________  Yes _____________  If Yes, please select type of set up and/or complete Meeting Room Layout Sheet on reverse side and submit with this application.

The ___________________________________ covenants and holds harmless the Farmingdale Public Library and its employees against any and all claims or suits which might arise out of the use of the premises of the Library. A current Certificate of Insurance is attached __________ or has previously been submitted______________ to the Library.

It is further understood that the __________________________ has read and agrees to abide by the rules and regulations as stipulated in the Farmingdale Public Library’s Meeting Room policy.

In addition, as a safety measure, organization leaders will announce at all programs the location of the Fire/Emergency Paths and Exits, will provide the Library with complete attendance lists with handicapped attendees noted, and submit such lists at the time of the program to Library staff.

Agreed By: _______________________________________ Date ________________
On Behalf of:

_________________________________________________________________________________
Name of organization

For Library Use Only

Approved: ___  Denied: _____ Library Director: ____________________   Date ________________

Revised:  9/09/02
Adopted: 11/19/02
Revised: 5/17/2011
MEETING ROOM LAYOUT SHEET

Meeting Room __________________________ Date of Meeting __________________________

Organization: _____________________________________________________________

Anticipated Attendance: _____________________________________________________

Please Note: The standard meeting room set-ups are as follows: chairs only in lecture style in meeting room A and B; and tables and chairs in meeting room C and D. If your organization requires a set-up other than the standard meeting room set-up, there will be a fee of $30. The fee also includes the use of the library’s coffee urns. However, you must provide the coffee/tea/milk/sugar for your group.

☐ Meeting Room A/B Capacity 300
   Meeting Room A or B Capacity 150

☐ Meeting Room C/D Capacity 125
   Meeting Room C or D Capacity 50

STAGE

XXXXX  XXXXX  XXXXX
XXXXX  XXXXX  XXXXX

Chairs Only/Lecture Style

X                         X
X         X             X         X
X         X             X         X
X                         X
X                         X
X         X             X         X
X         X             X         X

Tables and Chairs

Tables required: ________________________ Chairs required: ________________________

The __________________________________ wishes the Library to set up the meeting room and agrees to pay $__30_____ as a set up fee. The required set up is illustrated on reverse of this form.

Signed: ____________________________________________________________________

Date: ____________________________________________________________________

Revised:  9/09/02
Adopted:  11/19/02
Reviewed:  5/17/2011
MEETING ROOM REQUEST FOR AUDIO-VISUAL EQUIPMENT
(IN HOUSE)

DATE REQUESTED: ________________  TIME REQUESTED: ________________

ORGANIZATION: ________________________________________________________

NAME: _________________________________________________________________

ADDRESS: ______________________________________________________________

TELEPHONE: ____________________________ CELL PHONE: _______________________

SIGNATURE: ______________________________________________________________________

MEETING ROOM: _____________________________________________________________

EQUIPMENT REQUESTED:
____________________________________________________________________________
____________________________________________________________________________

The Library is not responsible for damage to personal audio visual materials. Equipment may be used by persons 18 years of age or over who are either:
1) Resident of Farmingdale School District #22
2) Farmingdale based organization.

SPECIAL SET UP REQUIREMENT

Reviewed: 5/17/2011