

33 Hawthorne Avenue, Central Islip NY 11722 (631) 234-9333

REQUEST FOR USE OF COMMUNITY ROOM

TO: Board of Trustees

The _____ requests the use of the Community room for
*Name of Organization*_____ people for _____ people on _____ from
Type of Activity *# of People* *Date*
_____ to _____.

For repetitive events please add additional dates here: _____

Requests must be made at least 7 days in advance of the Trustee's meeting, typically held the last Tuesday of each month. Check the website (www.cilibrary.org) for updates. Requests may only be made within two months of event, any requests submitted earlier will be rejected. It is understood that the undersigned will be personally responsible to see that all regulations of the Board of Trustees are observed and that the group or organization will be responsible for damage resulting from misuse of the facilities.

Requests to reserve the Community Room is limited to local organizations.**(Please remember to indicate preferred room set-up on form labeled *COMMUNITY ROOM SETUP OPTIONS*)**

Person Responsible: _____

Office Held: _____

Address: _____

Phone: _____ Email: _____

Alternate Person to Contact: _____

Address: _____

Phone: _____ Email: _____

DISPOSITION:

Approved: _____

Date: _____

Rejected: _____

Date: _____

Liability Waiver/Indemnification Agreement

I have received, read, understood, and agree to comply with the Central Islip public Library Community Room Policy.

I hereby fully release and discharge the Central Islip Public Library, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with Audio-Visual Room use in the Central Islip Public Library.

I further agree to indemnify and hold harmless and defend the Central Islip Public Library, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with Audio-Visual Room use in the Central Islip Public Library.

Signature of Representative of Organization / Title

Persons reserving the Audio- Visual Room must be at least eighteen years of age. (Please list here the information for the responsible party signing the Liability Waiver/Indemnification Agreement.)

Name: _____

Address: _____

Phone: _____

PROGRAM TITLE: _____

ROOM SETUP OPTIONS

Indicate Room: Community Room:

Public Attendance:

Would you like the event publicized on the
Library Programming Calendar? YES NO

Program Date(s): _____

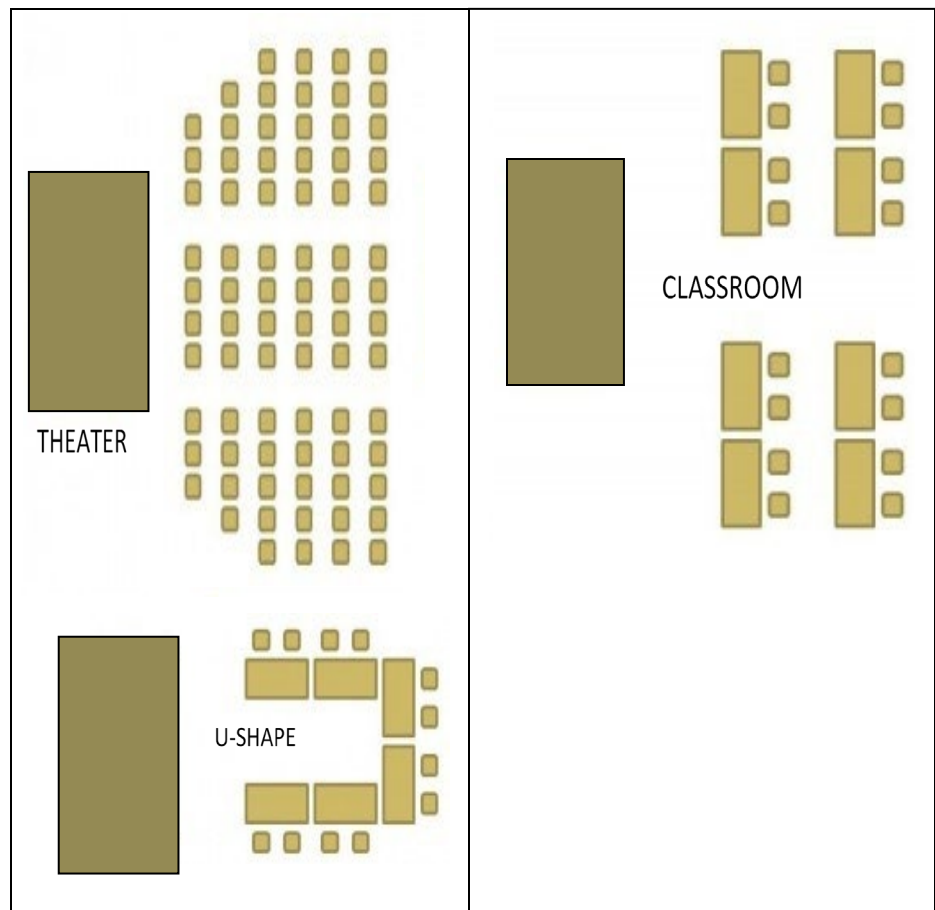
COMMENTS:

Empty Room

- ☐ THEATER
- ☐ CLASSROOM
- ☐ U-SHAPE
- ☐ OTHER (PLEASE ATTACH DIAGRAM)

Program Start Time: _____

Program End Time: _____



PLEASE NOTE: THIS FORM IS FOR FURNITURE SETUPS ONLY.

Indicate Equipment Needed:

of Chairs needed for Audience: _____

Podium:

DVD Player (compatible with regular & Blu-ray discs):

Wall Projector:

Check here if you would like tables covered for easy clean up:

Whiteboard:

Central Islip Public Library
33 Hawthorne Avenue
Central Islip, NY 11722 (631)
234-9333

USE OF COMMUNITY ROOM

A. GENERAL POLICY

Pursuant to the authority contained in Section 414 of the N.Y.S. Education Law, the Board of Trustees of the Central Islip Public Library has adopted the following policy and regulations for use of the Community Room at the Library.

The Community Room facility is available primarily for library-related activities, such as story hours, film programs, book discussion groups, and other events sponsored or cosponsored by the Library and related to furthering the use of Library materials. These activities must receive priority.

The Community Room, when not being used for library purposes, shall be available in order of date of request for public gatherings of a cultural or educational character to organizations serving residents of Central Islip Union Free School District #13.

1. Organizations or individual groups requesting use of library facilities shall make formal written application on forms provided for that purpose by the office of the Library Director.
2. Applications must be submitted at least 7 days prior to regular posted monthly meetings of the Central Islip Library Board. The Board shall have the sole responsibility of approving applications.
 - i Board meetings are held the last Tuesday of every month. Any changes to this schedule will be posted on the Central Islip Public Library.
3. Only applications for single meetings will be accepted. Regularly scheduled meetings would limit library flexibility in program scheduling.
4. Organizations requesting use of the Community Room must provide a valid insurance certificate or sign a hold-harmless waiver provided by the library.
5. Organizations or individuals whose aims are political, religious or commercial may not use facilities. Fundraising, profitmaking, sale of merchandise or petitioning activities on library premises are expressly prohibited.

6. Use of the Community Room by any group does not imply endorsement of the aims and purposes of that organization by the library. The name of the library may be used only to identify the time and place of the meeting in any publicity.

B. REGULATIONS

1. Federal, State and Local Laws- All Federal, State and local regulations affecting the use of Public buildings must be complied with at all times.
2. Priority-
 - i. Library programs, services and activities have first priority over other activities.
 - ii. No activity may be scheduled at a time and place where it would be likely to interfere with library programs, services, and activities.
3. Refreshments- No refreshments are to be served. Smoking and alcoholic beverages are prohibited.
4. Hours- Generally, the Community Room is available during days and hours when the library is open. Meetings must end no later than 8:45 PM Monday-Friday and 4:45 PM on Saturday. No meetings will be permitted on Sundays.
5. Fees- No charge will be made for use of the Community Room during library hours.
6. Furniture- No furniture or props other than that provided by the library or approved by the Director may be used. Only library personnel shall operate all library equipment, at a fee of \$5.00 per hour or fraction thereof.
7. Condition of Room-
 - a. Library facilities used by applicant groups shall be left clean and in an orderly fashion.
 - b. Permission to use the building does not imply that custodial services will be provided to move furniture, pick up debris, and do general cleaning in order to have the space usable for the next day.
 - c. If, in the opinion of the Board of Trustee, facilities are not left in an orderly fashion, written notice will be given to the applicant of that organization that a second offense will result in the group being denied further use of library facilities.
8. Responsibility of Organization- The officers in charge of the organization shall be responsible for orderly conduct by the group. If the group involves children or adolescents, sufficient adult chaperonage (supervision) must be provided by the sponsoring organization at a ratio set by the Board.

9. Termination of Meeting- The Library Director or designated representative is authorized to terminate any meeting when there is a violation of these regulations and is directed to call law enforcement officers if necessary to keep order. The library reserves the right to cancel any meeting due to adverse weather conditions or other matters deemed to be of an emergency nature.
10. Regulations of Fire, Health & Police Departments- The regulations of the Fire, Health and Police Departments regarding use of public buildings must be observed at all times. The capacity of the Room is 95 people.
11. Responsibility of Library- The library is not responsible for loss or damage to property of the organization or its member. As there is a possibility that someone may be injured on library property, each organization using the library property should protect itself by obtaining a temporary insurance policy, protecting it against any such action stemming from such injury. The signature on the application is acknowledgement by the organization that it recognizes this responsibility.
12. Display Policy- Individuals residing in Central Islip and organizations serving Central Islip residents are invited to use library facilities for display of art works, including paintings, ceramics, sculpture, handicrafts, and works of similar nature. Application should be made to the Library Director regarding time and type of material to be displayed. Materials displayed are the property of the person or organization providing the display and the library can assume no responsibility of the individual or organization displaying. Displays are scheduled for a maximum of one month and should be removed promptly. No materials displayed are to be for sale from the library.
13. Final interpretation of these regulations rests with the Board of Trustees.
14. The Board of Trustees shall review this statement of policy and regulations periodically.

BOARD OF TRUSTEES
CENTRAL ISLIP PUBLIC LIBRARY