



CONNETQUOT PUBLIC LIBRARY

REQUEST FOR USE OF THE COMMUNITY ROOM

Nonprofit Organization :

Name of Presiding Officer :

Requested Date (1st choice) : (2nd choice) : (3rd choice) :

Start Time : End Time : Number of people :

Description of function :

Number of Chairs : Podium : Yes No

Number of Tables : Microphone : Yes No

Additional direction for room setup (i.e. chair to table ratio, podium location, auditorium style chair layout, table coverings, etc...)

Individual applying for use of the Community Room must be a **District Resident**

Name :

Address :

City, Zip : Phone :

I have read and agree to the Terms & Conditions for Public Use of the Connetquot Public Library Community Room

Signature :

Application forms should be forwarded to:

Connetquot Public Library
760 Ocean Avenue
Bohemia, NY 11716
Attn: Library Director

Hours of Operation:

Monday - Friday: 9-9
Saturday: 9-5; Sunday (Sep - May): 1-5
Phone: 631-567-5079
Fax: 631-567-5137

FOR LIBRARY USE

Approved Denied Reason :

Library Director : Date :

Terms & Conditions for Public Use of the Connetquot Public Library Community Room

1. All library sponsored programs and activities shall have precedence in assignment of the Community Room. These library programs are scheduled on a quarterly basis following the printing of the library's quarterly newsletter.
2. Announcement of meetings in the library must neither affirm nor imply that the library is sponsoring the meeting. Use of the library's Community Room does not mean endorsement by the library of the group using it or the program presented.
3. The Library Director is authorized by the Library Board of Trustees to approve, deny or revoke the application for Community Room use.
4. Time limitations for the Community Room are:
Monday - Friday 10 am - 8:45 pm.
Saturday 10 am - 2:00 pm.
5. The maximum capacity of the Community Room shall be limited to 216 persons. The divided rooms are limited to 108 persons each.
6. A separate application must be filled out for each date you are requesting.
7. Applicants receiving permission to use the Community Room must be responsible for the conduct of participants and spectators attending functions under their sponsorship.
8. Tables and chairs will be provided by the library and will be set up by the library staff.
9. Library equipment (i.e. computer, projector, video player, etc...) will not be available for use.
10. All applications for the Community Room must be completed at least 48 hours before the scheduled meeting and must be filled out by a District Resident.
11. Organizations should immediately notify the library in the event they decide to cancel a program. If you cancel at the last minute, or do not show up twice then your requests for use of the Community Room will be re-evaluated.
12. No admission fee may be charged and nothing may be sold, given away, exhibited or displayed without permission from the Library Director.
13. The Library and the Library Board is not responsible for the loss of personal property or personal injury.
14. The applicant, and their respective group, will be financially responsible for any damage or loss that may accrue from use of the Community Room by his/her organization.
15. The facilities must be left in a neat and orderly condition.
16. No food or beverages are permitted in the Community Room.