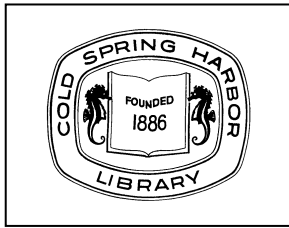


## Procedures for Meeting Room reservations

- Check **COMMUNITY EVENTS CALENDAR** on library website ([www.cshlibrary.org](http://www.cshlibrary.org)) for room availability
- Read and sign **Meeting Room Policy** and fill out **Room Set-up Application** (following pages) and return to the attention of Marie Caputo in person or by fax (631) 692-5712
- You will be notified of availability and approval
- Any questions, call Marie Caputo (631) 692-5719 x122



# Meeting Room Policy

Cold Spring Harbor Library and Environmental Center  
95 Harbor Road, Cold Spring Harbor, NY 11724

**The mission of the Library** is to serve and promote the informational, cultural, educational, and recreational needs of all the residents. We create a welcoming environment with a friendly, competent staff and introduce children and adults to the joys and rewards of reading and using their Library. We use appropriate technologies and provide new resources to meet changing community needs. We provide services that help assure all members of the community equal access to information. We reach out to the community to build cooperative relationships, promoting a sense of ownership in the Library.

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The Meeting Rooms at the Cold Spring Harbor Library are available to not-for-profits for programs consistent with the Library's mission at no charge. The Meeting Rooms may also be available for business use for a fee as set forth in Section 10.

**1. Priorities for use:** Use of the Meeting Rooms and/or any other part of the Library will be granted according to the following, in order from top to bottom:

- a. Library-sponsored programs
- b. NYS Parks-sponsored programs
- c. Programs sponsored by not-for-profits located within the Library District
- d. Programs sponsored by not-for-profits located outside of the Library District
- e. All others.

**2. Application and Approval:**

- a. All groups must submit an application and signed Meeting Room Policy at least five (5) business days prior to the date of the event, and all applications must be approved by the Library Director or her designated representative.
- b. Meeting Room Policy applications are available at the Circulation Desk and online at [www.cshlibrary.org](http://www.cshlibrary.org).
- c. Applicants will be asked to supply information about their organization, the program they wish to hold, and contact information for use by the Library in case of an emergency.
- d. Unless approved by the Library Director, all use shall begin and end within the Library's regular hours of operation. Regular hours are: Mon.-Thurs. 10:00am-9:00pm; Fri. & Sat. 10:00am-5:00pm; year round and Sun. 1:00 -5:00 pm from Sept – June.
- e. The Library Director reserves the right to reject or to cancel the privilege of any organization to use the Meeting Room or other Library facilities.
- f. Applications may be submitted at anytime, however, written notice of approval will be made by the 30<sup>th</sup> day of March, June, September, and December for the next quarter by email and/or U.S. mail.

**3. Cancellation:** Cancellation of an event or program must be made at least twenty-four (24) hours in advance. If the Library is closed or the Meeting Room is unavailable, due to an emergency situation, scheduled meetings or events will be canceled, unless the applicant has been notified otherwise by the Director or her designated representative, without liability.

**4. No Endorsements:** Use of the Library facilities does not imply endorsement of the beliefs or program of an organization by the Library or anyone connected with the Library. In all announcements, the Library may only be

mentioned as a location, not as the sponsor of an event or as the headquarters of an organization. The Library's telephone number may not be given to obtain further information regarding a non-Library-sponsored event. No items may be distributed by user groups that are in violation of laws or regulations.

#### **5. Guidelines for Use:**

- a. No smoking is allowed in the Library or on its grounds, and no alcoholic beverages are to be brought to or consumed in the Library or on its grounds.
- b. Organizations receiving permission to use Library space are responsible for the conduct of both participants and spectators.
- c. Programs and events must not disrupt the use of the Library by others.
- d. Violation of any safety regulations or improper use of Library space will result in revocation of the permit for the use of that space.
- e. Organizations may not hang or attach items to walls.
- f. Meeting Room, pantry and any other area must be left in a clean and orderly condition.
- g. With the exception of projectors and screens, no additional furniture or equipment other than that furnished by the Library is to be used without prior approval of the Library Director or her designated representative. If Library staff is required for set-up or take-down of equipment or for other reasons during regular Library hours, an additional fee will be incurred by the user.
- h. Additional requirements:
  - 1) The room shall be set up by Library personnel in advance.
  - 2) Permission to use Library audio-visual equipment may be granted by the Library Director or her designated representative and must be operated by an organization representative who is appropriately trained and assumes responsibility for the equipment. Use of non-Library equipment must also be approved by Library Director.
  - 3) Refreshments may be provided by user groups. Please note, the Library does not provide any food service equipment or supplies.
  - 4) Storage of an organization's materials prior to or following their event is not available.

#### **6. Other Considerations:**

- a. The room may not be used for private parties.
- b. The Library Friends Foundation and/or other not-for-profit organizations whose aims are Library-related, or concerned with the environment, historic preservation, or civic, educational and/or cultural affairs, may hold fund-raisers, subject to the approval of the Library Director and Board of Trustees.
- c. Persons or organizations that are invited or permitted to appear in the Library and wish to sell books or other materials may do so, subject to prior permission of the Library Director. They must also have agreed in advance upon a specified percentage of all proceeds of sale to be donated to the Library.

#### **7. Sales and Collections:**

- a. No contributions shall be solicited or collected during any event in the Library, nor shall anything be offered for sale without prior approval by the Library Director and the Meeting Room Policy Committee.

b. There may be no admission fees or solicitation of donations, except that the Library Director may give permission to not-for-profit organizations to solicit voluntary donations. These may be used only to defray expenses for the program.

**8. Insurance Coverage: Any organizations or groups that have been granted approval to use Library space shall be fully responsible for any damage to Library property. The signature of the representative on the application is acceptance by the organization or individual of a hold-harmless/indemnification agreement in favor of the Library, its Board of Trustees, and its employees from any liability, claim, action or loss arising from the applicant's use of the facility to include the cost of legal fees, costs, or expenses incurred by the Library in connection with defending any claim arising from the applicant's use.**

**9. Non-Discrimination: All individuals and organizations requesting the use of Library meeting rooms are advised that permission for such space will be given only with the understanding that all activities taking place are open to all individuals regardless of gender, religion, disability, race, color, or creed. Discrimination against any individual or group because of gender, religion, disability, race, color, or creed will be grounds for revocation of approval to use a Cold Spring Harbor Library meeting space.**

**10. Fees:**

a. Use outside of the Library's normal hours of operation is highly discouraged. Request may not exceed 2 hours beyond opening/closing time. The applicant will incur a staffing/security charge of \$100 for each hour or fraction thereof. Payment must be made at the time of application by check payable to Cold Spring Harbor Library.

b. A fee for the use of the Large Meeting room for business use will be \$300.00 for a minimum of 3 hours with an added \$100.00 per hour or fraction thereof over the allotted 3 scheduled hours. Payment must be made at the time of application by check payable to Cold Spring Harbor Library. (Board approved 12/4/06)

c. A fee for the use of the Small Meeting Room for business use will be \$150.00 for a minimum of 3 hours with an added \$50.00 per hour or fraction thereof over the allotted 3 scheduled hours. Payment must be made at the time of application by check payable to Cold Spring Harbor Library. (Board approved 12/4/06)

d. A fee for the use of the Large Meeting Room for student recitals will incur a nominal \$5 per performer charge. Payment must be made at the time of application by check payable to Cold Spring Harbor Library. (Board approved 7/9/07)

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I have read this policy and agree to comply with these rules and regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization if applicable

Adopted July 10, 2006  
Revised 12/4/06  
Revised 1/8/07  
Revised 7/9/07  
Revised 12/3/07

# Application and Setup for Meeting Room Use

Cold Spring Harbor Library and Environmental Center  
95 Harbor Road, Cold Spring Harbor, NY 11724

Name of Organization: \_\_\_\_\_ Date of Application \_\_\_\_\_

Representative: \_\_\_\_\_

Telephone of Representative: (\_\_\_\_) \_\_\_\_\_ Telephone of Organization: (\_\_\_\_) \_\_\_\_\_

Representative's address: \_\_\_\_\_ Email: \_\_\_\_\_

**Facility Request:** \_\_\_ Small Meeting Room (max. 20 persons) \_\_\_ Large Meeting Room (max. 120)  
Room A (max. 60) \_\_\_ Room B (max.60) \_\_\_  
Other or additional space(s) \_\_\_\_\_

Day and Date of Event: \_\_\_\_\_ Number of people expected: \_\_\_\_\_

Purpose of Event: (lecture, reception, meeting) \_\_\_\_\_

Time of Event: (starting and ending times) \_\_\_\_\_ to \_\_\_\_\_

**Total set-up and clean-up time:** Note: You must include a minimum of ½ hour before and ½ hour after your event times for set-up and clean-up, regardless of your event, and your event must fall within the regular hours of the Library's operation unless you request special consideration as part of this application. . Regular hours are: Mon.-Thurs. 10:00am-9:00pm; Fri.& Sat. 10:00am-5:00 pm; year round and Sun. 1:00 -5:00 pm from Sept – June.

\_\_\_\_\_ **I am requesting special consideration to extend the hours of our event.** Please describe your special needs on the back of this page and your reasons for making this request.

**Audio/visual equipment to be used:** (microphones, VCR, DVD, Power point, etc.) \_\_\_\_\_

\_\_\_\_\_ We will supply our own equipment \_\_\_\_\_ We want to use Library equipment as listed below:  
\_\_\_\_\_

**Furniture Requirements:** (chairs, tables, lectern, etc.) \_\_\_\_\_

**Note:** If you need a special furniture arrangement, you must attach a diagram for the set-up of furniture and equipment.

**Refreshments Planned:** \_\_\_\_\_

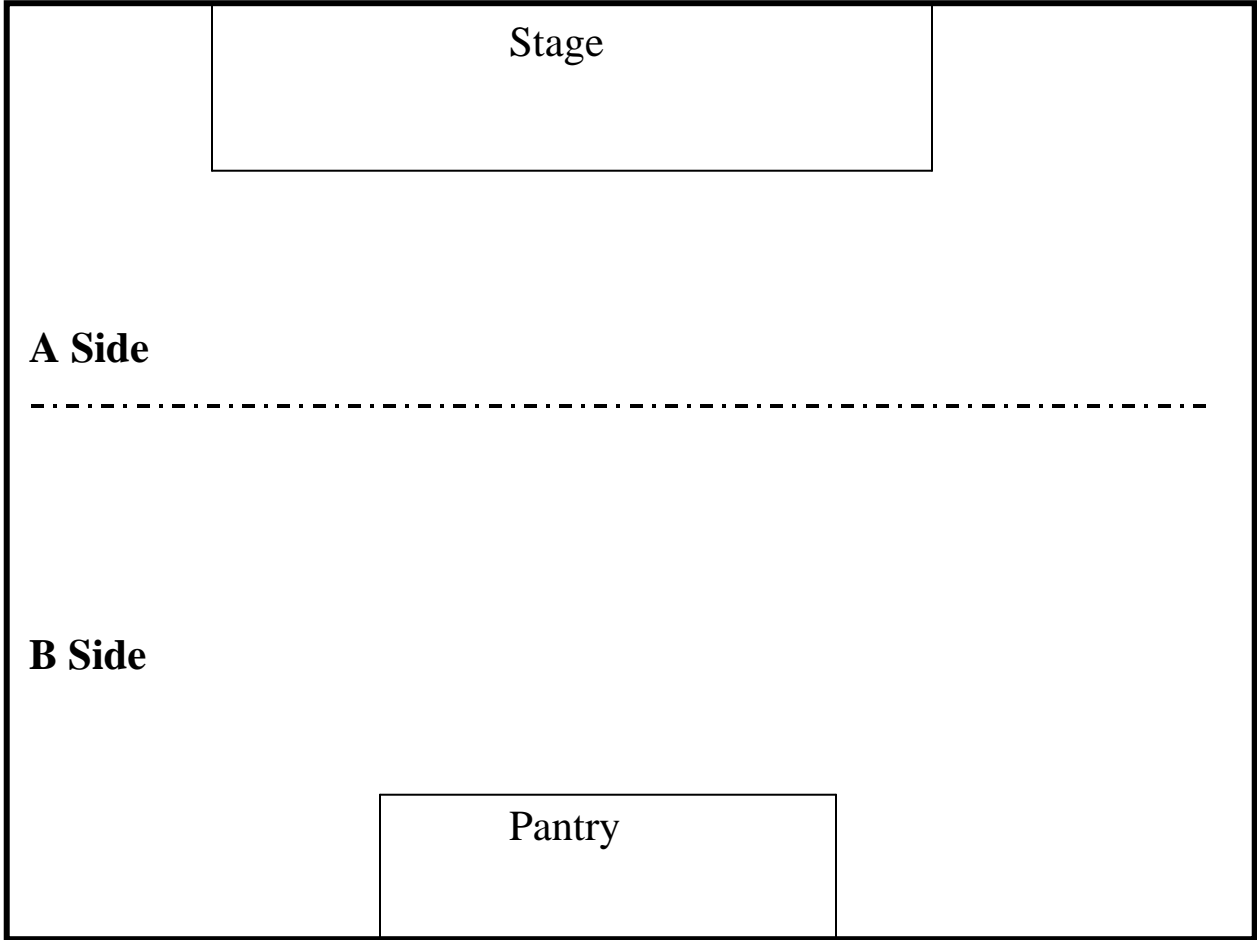
**Contact Person in Case of Emergency:** \_\_\_\_\_ Tel: (\_\_\_\_) \_\_\_\_\_

I have read and signed the Cold Spring Harbor Library and Environmental Center Meeting Room Policy, and I am fully authorized to pledge my organization will fully comply with all policy terms and conditions, including the fee(s) required and to the complete assumption of all responsibility in connection therewith.

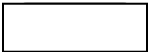
\_\_\_\_\_  
Signature Printed Name Date

Position in Organization: \_\_\_\_\_

Submit this signed Application and the signed "Meeting Room Policy" form to:  
Director's Office, CSH Library and Environmental Center  
95 Harbor Road, Cold Spring Harbor, NY 11724  
or fax to Marie Caputo (631) 692-5712



**X** = **chairs** 120 available

 = **tables**

14 available (28" x 70")