



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.

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 and/or the Library Board of Trustees and/or her designated representative.
- b. Meeting Room Policy applications are available at the Circulation Desk and online at 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 and/or the Library Board of Trustees, all use shall begin and end within the Library's regular hours of operation. Regular hours are: Mon.-Thurs. 9:30am-9:00pm; Fri. & Sat. 9:30am -5:00 pm; year round and Sun. 1:00 -5:00 pm from Sept – June.
- e. The Library Director and/or the Library Board of Trustees 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 last day of January, March, May, July, September and November for the next two months by email and/or U.S. mail.
- g. If your organization have tax exempt status, proof of status may be requested prior to application approval.

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 Library Director and/or the Library Board of Trustees 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 Library Director and/or the Library Board of Trustees 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 and/or the Library Board of Trustees
 - 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 and/or the Library Board of Trustees. 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 Library Director and/or the Library Board of Trustees and the Meeting Room Policy Committee.

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 _____

Telephone of Organization: (____) _____ Tax Exempt? ____yes ____no
(proof may be requested)

Representative: _____

Telephone of Representative: (____) _____ Email of Representative: _____

(Please note: Contact information will be published on the Library website.)

Representative's address: _____

Facility Request: ___ Small Meeting Room (max. 20 persons) ___ Large Meeting Room (max. 120)
Room A (max. 60) ___ Room B (max.60) ___
___ Environmental Center (max.20 persons) Other space(s) _____

Day and Date of Event: _____ Number of people expected: _____

Purpose of Event: (lecture, reception, meeting) _____ Will there be a speaker? ____yes ____no
Name of speaker _____

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. 9:30 am-9:00 pm, Fri. & Sat. 9:30 am -5:00 pm year round and Sun. 1:00 pm -5:00 pm from Sept thru 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

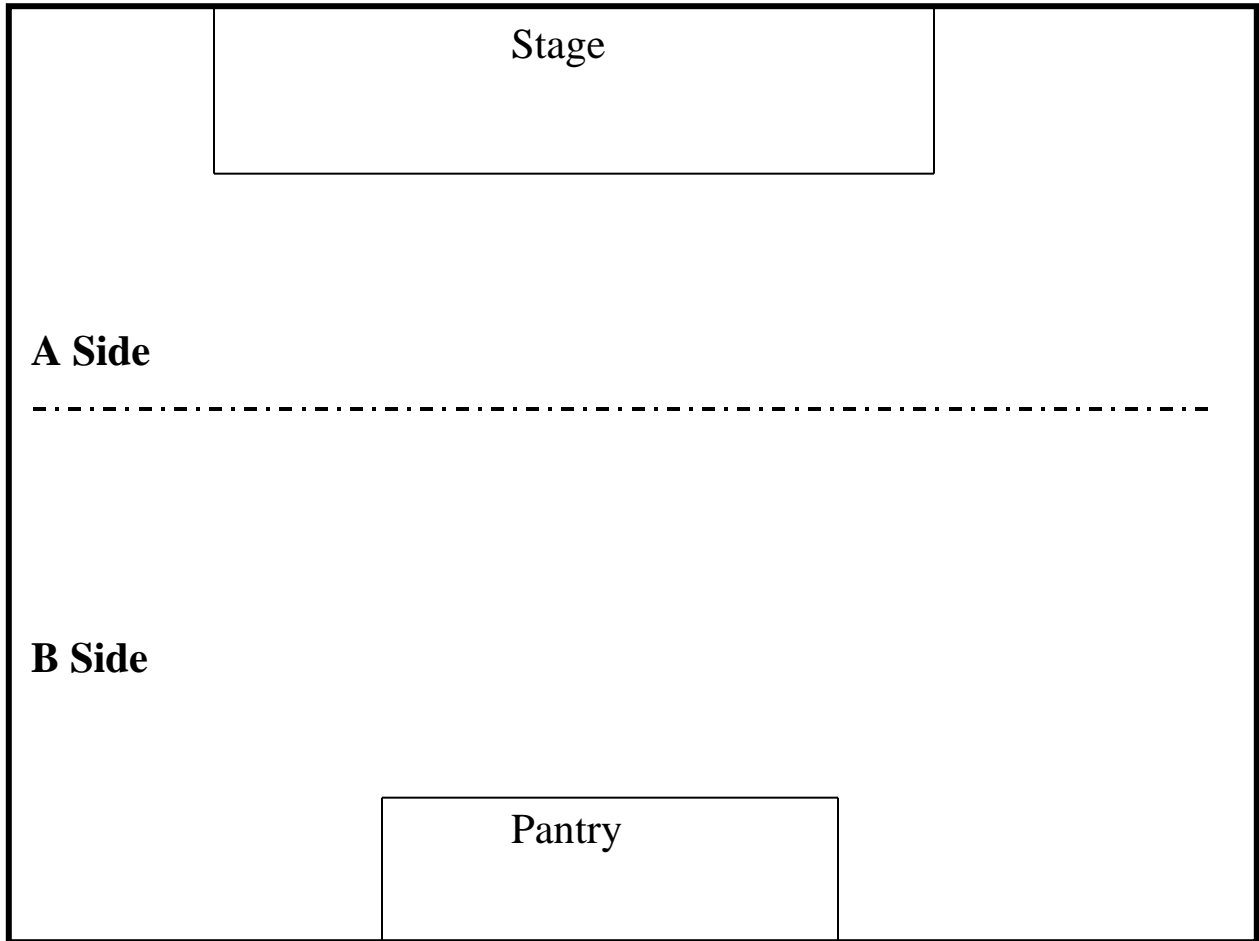
Printed Name

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 Suzette Vano (631) 692-5712

PLEASE BE ADVISED ALL MEETINGS ARE OPEN TO THE PUBLIC



X = **chairs** 120 available

 = **tables**

14 available (28" x 70")