

# HAMBURG PUBLIC LIBRARY MEETING ROOM APPLICATION

Please complete all sections below

## ORGANIZATION INFORMATION

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

## APPLICANT INFORMATION

Name and Title of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

## MEETING INFORMATION

Date Requested \_\_\_\_\_

Day of Week \_\_\_\_\_

Time: From \_\_\_\_\_ to \_\_\_\_\_

***\*Please include set up and clean up\****

Purpose of meeting \_\_\_\_\_

Expected attendance \_\_\_\_\_

I have read and understand the "Rules for Meeting Room Use" and agree to abide by them.

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Name

Date

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Signature

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Organization

## **HAMBURG PUBLIC LIBRARY MEETING ROOM RULES OF USE FOR COMMUNITY GROUPS**

The Meeting Room of the Hamburg Public Library is a unique and different place which can serve several purposes, all aligned with the library's Mission Statement, "Connecting our diverse community with library resources that enrich, enlighten and entertain."

The primary purpose of the meeting room is to provide a place for the library to conduct a variety of different programs for diverse audiences. When the meeting room is not used for library programs, it is available for community meetings. At the Hamburg Public Library, the door is left open and it is available for library patrons to use. It is not intended as a silent study room or silent computer room, but all library patrons are welcome to use the space. The room is equipped with a sound system and appropriate music may be played at the discretion of the library manager. Quieter spaces are available elsewhere in the library, but in general terms, the library is an active and lively place, rather than a silent or very quiet place.

The Lake Shore Public Library meeting room is more traditional as it is separated from the public space of the library. This room is open only for library programs and for meetings that have been scheduled by the library.

1. Meeting rooms are available for use only during the Library's normal hours of operation.
2. Meeting rooms must be reserved in advance by groups for meetings. Meetings must be open to the public and all such reservations require the approval of the Director of the Hamburg Public Library or in his/her absence, the Librarian in charge. Meeting rooms are not available for private, individual use. Meeting room space is available for use by non-profit organizations (e.g. organizations engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community) All meetings must be free and open to the public. Reservations are granted dependent on availability and fairness to other groups. Reservations are not made more than 3 months in advance. However, if an organization wishes to reserve space well in advance of 3 months, ie a major event such as a garden show or an organization wishing to meet on a consistent basis, an accommodation can be made with the approval of the director.
3. Meetings must be conducted in such a way as not to disturb Library operations. The applicant is responsible for managing orderly behavior of all attendees. Adult supervision is required for any group of minors. Applicants and program participants are expected to conform to the Library's Rules of Conduct, copies of which are posted in the Meeting Room and available upon request.
4. Smoking and alcoholic beverages are not permitted. Refreshments may be served and are available for purchase from the Library Café at the Hamburg Public Library. The café vendor has a contract with the Town of Hamburg and has first rights for selling food in the library.
5. The Meeting Room must be vacated 15 minutes before closing time of the Library.

6. Meeting rooms must be left in orderly condition. Tables and chairs must be returned to the positions in which they were found.
7. No games of chance may be played.
8. The Library will provide no audio visual equipment or operators. However, the entire library building has wifi, and this is available in the Meeting Room. For meetings that are co-sponsored by the Library, certain audio visual equipment may be available once special arrangements have been made.
9. The Library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests. Library personnel will not move or rearrange heavy equipment.
10. The applicant accepts liability for damage to Library facilities or loss of Library property.
11. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The location of the Library may be publicized, but the library telephone number may not be placed on the publicity as the Library is not a source of information concerning the event. Neither the name nor the address may be used as the official address or headquarters of an organization. No deliveries are to be made unless the sponsor is present to accept them.
12. The applicant assumes the responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act. The Library does not discriminate on the basis of disability in any of its programs and services, and organizations using the Library's meeting rooms are required to provide reasonable accommodations for persons with disabilities (e.g. assistive listening devices, interpreters, etc, when and if possible) as required by the Americans with Disabilities Act. The Library may be able to assist with some accommodations if requests are made at least five working days in advance of the meeting.
13. Library personnel must have free access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with its regulations. Violations of the Library's rules shall be grounds for denial of future use of meeting space.

Adopted by the Hamburg Public Library Board of Trustees on May 22, 2000, and as Revised on October 30, 2006, and as Revised on June 20, 2017.

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| Hamburg Public Library  | Lake Shore Public Library |
| 102 Buffalo Street      | 4857 Lake Shore Road      |
| Hamburg, New York 14075 | Hamburg, New York 14075   |
| 716 649-4415            | 716 627-3017              |