

**GRAND ISLAND MEMORIAL LIBRARY**  
**MEETING ROOM RESERVATION FORM**  
**773-7124 PHONE 774-1146 FAX**

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

Type of Organization \_\_\_\_\_

Address: \_\_\_\_\_

Person Applying: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Best Time to Call \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Size of Group: \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Date Requested \_\_\_\_\_ Day of Week: \_\_\_\_\_

Time – From \_\_\_\_\_ to: \_\_\_\_\_

Use of Kitchen: Yes \_\_\_\_\_ No \_\_\_\_\_ Serving Food: Yes \_\_\_\_\_ No: \_\_\_\_\_

Please indicate any preferences you may have in regards to how the meeting room should be set up. If necessary, you may use the back of this sheet for additional explanation or a diagram showing preferred placement of tables and chairs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the rules for Meeting Room use and agree to abide by them.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Organization \_\_\_\_\_



# Grand Island Memorial Library

## Meeting Room Policy

1. The meeting room in the library is used primarily for programs conducted or sponsored by the library and secondarily for programs of community organizations having educational, cultural, governmental, charitable or civic purposes. All meetings must be open to the public.

The meeting room may not be used for sales promotions, social meetings, or for the benefit of private individuals or commercial concerns.

Political meetings are acceptable for the discussion of issues but not for campaign purposes or party caucuses. The format for any meeting for discussion of political issues which is sponsored by a candidate or candidates for public office (as defined under the Election Law) or a political party or alliance, shall be subject to review by the Library Director to determine that all candidates will be given equal opportunity to set forth their views.

Permission to use the meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the meeting room.

2. In fairness to the numerous groups in the community, reservations may be limited in frequency.
3. The library may pre-empt use of the meeting room for library purposes upon four weeks notice to the organization which has previously reserved the room.
4. The meeting must be conducted in such a manner as not to disturb the regular work of the library. Adult supervision is required for any group of minors.
5. The meeting room is available for use during the Library's normal hours of operation.
6. Programs should be planned so that meeting space will be vacated 15 minutes before closing time.
7. No meeting will be scheduled for times when the library is closed unless permission is granted by the Board of Trustees or a Town Board member is present.
8. No admission fee or required donation may be charged. However, the sponsor of a meeting or program may charge a fee to participants only to the extent that the fee covers costs of materials furnished to the participants. Such a fee is not to be construed as an admission fee and attendance may not be limited to those persons paying the fee. No portion of the fee shall accrue to the benefit of any organization or individual.
9. Formal application for the use of the meeting room is made with the Director of the library or designee. The person responsible for the meeting must sign the application for use. (See attached) Reconfirmation of the meeting should be made with the Director of the Library or his/her designee at least two weeks prior to the meeting.

Cancellations or change of meeting dates must also be cleared with the Director of the Library or designee.

10. No cooking may be done or food served without the approval of the Library Director. No alcoholic beverages may be served or consumed at any time or games of gambling played.
11. The Library is not responsible for any supplies or equipment left in the meeting room.
12. The meeting room must be left in an acceptable, uncluttered condition. Any damage will be assessed to the reserving organization.
13. Vaping, smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco products inside of the Library or within one hundred (100) feet of any entrances, exits, or outdoor areas of the Grand Island Memorial Library property in accordance with New York State Public Health Law Section 1399-O.
14. If the Library has to close because of weather conditions or other emergencies, the meeting scheduled for the Library's meeting room is canceled.
15. Infringement of any of the regulations here stated shall be grounds for denial of future use of the meeting room.
16. Applicants and program participants are expected to conform to the Grand Island Memorial Library's Rules of Conduct, copies of which are available upon request.
17. Room Limit: Fire Code Limit – Maximum capacity 100.
18. The applicant assumes responsibility for participant accommodations (e.g., assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
19. 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 the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.
20. The meeting room is not completely soundproof. Please do not speak or use electronic devices at a volume that disturbs other patrons.
21. The meeting room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. This policy shall be reviewed annually by the Library Board of Trustees.
22. Appeals Procedure: Appeals to any of these policies may be submitted to the Board of Trustees in writing. Such appeals shall be considered by the Board in its next regular meeting and the appellant informed, in writing of the considerations and decision of the Board.

*This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.*

Adopted Grand Island Memorial Library Board of Trustees 5/30/90

Revised 2/23/90

Reviewed and reaffirmed 10/13/01

Revised 12/10/03

Revised 07/19/07

Revised 9/6/18

Revised 1/15/2015

Revised 5/13/21

Revised 9/9/21