POLICY 307
USE OF AREAS OF PUBLIC ASSEMBLY

The Board of Trustees of the Hewlett-Woodmere Public Library encourages the use of Library facilities for educational, recreational and charitable activities that will increase public awareness of the Library, and will contribute to the vitality of the community.

The Library Board is permitted by law to adopt reasonable regulations for use of the building or grounds for certain public purposes, including voter registration, primaries and elections. Meeting Rooms may be used by not-for-profit organizations, the majority of whose membership is comprised of residents of the Hewlett-Woodmere Union Free School District. However, these privileges may be extended to organizations that serve the residents of the Hewlett-Woodmere Union Free School District, but are outside of the School District and do not support the Library with local taxes (i.e. areas of Valley Stream, Lynbrook, Hewlett Harbor, Atlantic Beach, Inwood, Cedarhurst, Lawrence, and parts of Woodmere), with permission at the discretion of the Library Board.

To ensure fair and equitable use of Library facilities, the Library Board hereby adopts the following rules and regulations:

- Only not-for-profit organizations meeting the previously stated criteria will be approved by the Library Board. The use of the facilities by individuals will not be approved. Before any date is confirmed for use by an organization, the Library Board must approve that organization. Application for approval should be submitted to the Library Director two weeks before a regularly scheduled Board Meeting, which is the second Monday of each month. It does not meet in August. A date may be reserved in expectation of Board approval. Following approval of the organization by the Library Board, an officer of the organization must fill out a reservation form, requesting a particular date.

- All meetings, entertainment and uses shall be non-exclusive, and shall be open to the general public.

- Programs and activities sponsored by the Library or The Friends of the Library shall have precedence in assignment of facilities. The Library Board recognizes the Library’s special relationship with The Friends of the Library, an organization whose sole mission is to support, enhance and supplement the activities of the Library.

- Approved Library Staff must be in charge of the building at all times.

The number of Library staff assigned is at the discretion of the Library Director. This determination will be made based upon availability of staff, the type of program, and the expected size of the audience.

Meetings should end one-half hour before the custodian is scheduled to close the building. Should a program go beyond its expected conclusion, additional fees will be incurred by the organization.

The installation of decorations, scenery, signs, etc. is at the discretion of and must be supervised by Library staff. Moving pianos, library furniture or fixtures is prohibited unless the Library Administration Office or the Librarian-in-charge grants permission to the organization.

- The Library Board assumes no responsibility for personal property left on the premises, or for personal injury received, as a result of the activities of any organization.
• All organizations must follow regulations established by the Nassau County Fire Marshall.
  • Fire exits must be pointed out to all program participants prior to each program.
  • Maximum occupancy levels must not be exceeded.
  • Aisles and exits must not be blocked.

• The applicant or organization using the Library’s facilities assumes full responsibility for the preservation of order in the area being used by the organization, as well as for liability for damage to, or loss of, Library property as a result of the organization’s meeting.
  • Library facilities must be left clean and in good order.
  • Smoking is not permitted in any area of the building.
  • Alcoholic beverages may not be served.
  • Food and drink are not permitted in Gold Hall.

• Publicity or tickets for a specific event should not be printed or disseminated by the organization until the Library will have confirmed the requested date in writing.

• No product or service may be sold.

• No printed material may be distributed on Library property without permission of the Library Director.

• Request for a meeting date should be made at least two weeks before that date.

• An organization sponsoring an event outside of normal operating hours must provide the Library with a Certificate of Insurance, naming both the Hewlett-Woodmere Public Library and the Hewlett-Woodmere Union Free School District as insured.

The Library reserves the right to adjust or waive all fees and charges for the use of its facility by those not-for-profit organizations which sponsor music events for which no admission is charged and which are held during normal operating hours, and for those organizations or municipal corporations that sponsor meetings and forums on topics of general public interest and safety; e.g., The League of Women Voters, Town of Hempstead, or Nassau County.

Organizations may charge admission when events are scheduled outside of normal operating hours, and, in accordance with Section 414 of the New York State Education law, when the proceeds are expended for educational or charitable purposes.

Organizations using the Library are expected to adhere to the policy and procedures related to the use of its facilities. Violations of these regulations may result in the Library Director’s suspending permission to use the facilities, subject to review by the Library Board.

It is understood that organizations given permission to use the Library building or grounds do so under conditions specified by the Library Board. Such permits are not transferable and may be revoked by the Library Board at any time prior to the date of the event specified.

Attachments:  
  Application for approval of Organization  
  Reservation /Confirmation Form  
  Fees Schedule

Revised, July 1988
Complete Revision, April, ’99
Adopted, Board of Library Trustees, April 12, 1999
Under revision, April 2005
Revised, BOT, May 8, 2006
HEWLETT-WOODMERE PUBLIC LIBRARY
APPLICATION TO BOARD OF LIBRARY TRUSTEES
APPROVAL FOR USE OF AREAS OF PUBLIC ASSEMBLY

This application form is to be used by any and all community groups or organizations desiring to use any meeting facility of the Hewlett-Woodmere Public Library for a group function not sponsored or co-sponsored by the Library or The Friends of the Library. **THIS IS NOT A RESERVATION FOR A PARTICULAR DATE.** Under special circumstances, the Library Director may authorize a reservation for a particular date in anticipation of approval of the organization by the Library Board.

PLEASE TYPE OR PRINT:

Date of Application: __________________________

Name of Organization: __________________________________________

Purpose of Organization: _________________________________________

Name of local chapter or branch (if any): ____________________________

Name of Applicant: _____________________________________________

Address of Organization or Applicant: ______________________________

Tel. No. _________________________ Fax No. _________________________

E-mail __________________________

Total Current Membership: __________

Approximate Number of Members residing within HWUFSD: _________

Please attach current roster of the names and addresses of your organization’s members. This will be reviewed in confidence by the Library Director and returned to you.

The Officers and Directors of the organization described above have read and understood the rules and regulations governing use of the library’s meeting facilities. They agree to abide by the same.

Date: ________________ By: ______________________________

Signature of presiding officer

*When your organization needs to reserve a meeting room, please call the administration office and a reservation form will be sent to you.*

May 6, 2006
THIS PAGE IS FOR USE BY THE LIBRARY STAFF

☐ Authorized Library staff members have examined the current membership roster and believe that the majority of names listed thereon are residents of the Hewlett-Woodmere Union Free School District.

☐ Authorized Library staff members have examined the current membership roster and do not believe that the majority of names listed thereon are residents of the Hewlett-Woodmere Union Free School District.

☐ Authorized Library staff believes that the organization making application for use of Library meeting facilities includes or serves a constituency in the Hewlett-Woodmere Union Free School District.

The Hewlett-Woodmere Public Library’s Board of Trustees reviewed this application on __________________________.

The Trustees (check one) ☐ approved ☐ disapproved the application

Date: _______________________ By: ________________________________

Secretary to the Library Board

May 6, 2006
HEWLETT-WOODMERE PUBLIC LIBRARY  
APPLICATION TO BOARD OF LIBRARY TRUSTEES  
APPROVAL FOR USE OF AREAS OF PUBLIC ASSEMBLY

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____________________________________________________________________________

Tel. No. __________________________ Fax No. __________________________

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The Hewlett-Woodmere Public Library’s Board of Trustees reviewed this application on ________________.

The Trustees (check one) ☐ approved ☐ disapproved the application

Date: ____________________ By: __________________________________________

Secretary to the Library Board

May 6, 2006
HEWLETT-WOODMERE PUBLIC LIBRARY
Reservation Form
Use of Meeting Facilities

Date of Application

Name of Organization
Tel. No.

Address of Organization
Fax No.

Applicant’s Name
Tel. No.

Applicant’s Address
E-mail

Title of Program:

Date requested:

Alternative date:

Set-up times:
From: ____ a.m./p.m. To ____ a.m./p.m.

Program times:
From: ____ a.m./p.m. To ____ a.m./p.m.

Estimated Attendance:

Will admission be charged?
[After normal hours of operation only]

How will such admission fees be used?

Do you require pantry facilities?

Do you plan to exhibit or display signs or use your own equipment?
[Method of display must be approved by Library Administration]

If so, please describe.

May 6, 2006
Request for Library-owned equipment:

☐ Lectern/microphone  ☐ Piano  ☐ 16mm projector  ☐ Screen
☐ Chalkboard  ☐ CD/cassette player  ☐ Slide Projector  ☐ Pantry
☐ Coffee urn  ☐ Theatrical lighting  ☐ Tables  ☐ Chairs
☐ Video projector  ☐ Transparency projector  ☐ Easel  ☐ Music

Other: __________________________________________

I have read the rules and regulations governing the use of the Library’s meeting facilities and agree to be responsible for fees incurred and for any damage to the premises or its contents. I understand that any infraction of these regulations will result in immediate withdrawal of permission to use the Library’s meeting facilities.

It is agreed that the Hewlett-Woodmere Public Library assumes no responsibility whatever for the property placed in the Library in connection with our program, and that the Hewlett-Woodmere Public Library and the Hewlett-Woodmere Union Free School District are expressly released and discharged from any and all liability for any loss, injury or damage sustained to persons and property during or by reason of any program held on the Library’s premises.

SIGNED __________________________________________

For Library staff use only:

☐ Approved  ☐ Disapproved

Signed __________________________________________

Date __________________________________________

Time __________________________________________

Special Conditions __________________________________________

Room Assigned __________________________________________

Amount due Library

(Payable to Hewlett-Woodmere Public Library)

Additional fees will be incurred after ____________

(Rate Of $50.00 per hour or any part thereof)

May 6, 2006
# Fee Schedule

**Meeting Facilities**

**Hewlett-Woodmere Public Library**

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<tr>
<td>During Library Hours</td>
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<tr>
<td>Monday-Saturday</td>
<td>$75.00</td>
<td>$125.00</td>
<td>$150.00</td>
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<td>Sundays</td>
<td>$100.00</td>
<td>$150.00</td>
<td>$200.00</td>
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<tr>
<td>Extended time*</td>
<td>$50.00 per hour</td>
<td>$50.00 per hour</td>
<td>$50.00 per hour</td>
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<tr>
<td>After Library Hours</td>
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<tr>
<td>No admission charged</td>
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<tr>
<td>Friday evenings</td>
<td>$100.00</td>
<td>$150.00</td>
<td>$200.00</td>
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<tr>
<td>Saturday and Sunday evenings</td>
<td>$125.00</td>
<td>$175.00</td>
<td>$225.00</td>
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<td>Plus costs of all library staff**</td>
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<td>Plus costs of all library staff**</td>
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<td>$150.00</td>
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<td>Plus costs of all library staff**</td>
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<td>Plus costs of all library staff**</td>
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*Extended time refers to the continued use of the facility after library hours when the building has closed for normal library operations.

Extended time begins:
- Monday - Thursday at 9:00 p.m.
- Friday at 6:00 p.m.
- Saturday - Sunday at 5:00 p.m.

**The cost of staffing is directly related to the type of program, the availability of staff, and the number and expertise of staff required for the successful and safe operation of the facility, as determined by the library's administration.**

**Additional Fees and Requirements**

- Use of Pantry, or Coffee Urns $15.00
  (does not include supplies such as coffee, sugar, milk, paper goods)

- Insurance required when an event is held after normal operating hours
  - $2,000,000 aggregate
  - $1,000,000 each occurrence

*Effective 7/1/2010*

*Adopted, BOT, 12/14/2009*