

Long Beach Public Library

111 West Park Avenue, Long Beach, New York 11561 – 516-432-7201

Email: lblibrary@yahoo.com ~ Web: www.longbeachlibrary.org

Date _____

MEETING ROOM APPLICATION

First-time applicants must submit this form one month prior to the Board meeting and appear at that meeting.

Approved organizations must call one month in advance for any meeting not previously scheduled. All meetings held in the Library **MUST** be open to the public and free of charge, solicitation for commercial transactions and memberships.

Group Name _____ requests permission to use the Auditorium or Program Room on (day) _____ (date) _____.

The meeting will begin at _____ a.m. / p.m. and end at _____ a.m./p.m. **Meetings must end by 9:30 p.m.**

The topic or program title and description: _____
_____.

Expected attendance _____ Refreshments to be served YES _____ NO _____ (Library supplies pot with hot water)

Please leave instructions on how meeting room is to be arranged; tables, no. of chairs, microphone, podium etc.

Will you bring your own equipment? Please indicate: _____
_____.

Library equipment to be used: DVD _____ Easels _____ Laptop computer _____ Video Projector _____

If projectionist is needed, please indicate length of film, _____ min. starting time _____ a.m. / _____ p.m.

Name of Applicant and office in organization _____

Telephone Number _____

Address _____

Signature _____

Email _____

Telephone Number _____

Alternate Officer and office in organization _____

Telephone Number _____

By signing above, I acknowledge reading the Meeting Room Policy and accept responsibility for adherence to that policy which includes no solicitations for funds and members and an acknowledgement that meeting must be open to the public.

The Library reserves the right to cancel any meeting if it conflicts with a Library program. If this should occur, you will be given advance notice. We will try to reschedule your meeting.

If scheduling a series of meetings, please call the Programming Office at 516-432-7201.

If for any reason you have to cancel a meeting, please contact the Library Director, the Programming Office or the Reference Desk at 432-7201 or email us at lblibrary@yahoo.com.

FOR LIBRARY USE ONLY

Date of Application _____

Staff Member _____

ACTION: Approved _____

Not Approved _____

Hold _____

Oct. 2019

Action Taken by: _____