

FRANKLIN SQUARE PUBLIC LIBRARY

19 Lincoln Road • Franklin Square, New York 11010 • (516) 488-3444

www.franklinsquarepl.org

MEETING ROOM POLICY

The Board of Library Trustees allows the use of its meeting rooms by individuals and groups for civic, educational, philanthropic and recreational purposes. Meeting room use is permitted to individuals and groups regardless of their beliefs or affiliations. Authorization to use the Library's facilities does not reflect endorsement by the Library of the general or particular program, position, or purpose of any persons or organizations. The Library's meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit, or for fundraising. No goods or services shall be promoted, sold, or exchanged upon the premises, or by sample, pictures, or descriptions. Continued use of facilities by any group or organization is contingent upon observance of rules and regulations of use. Permission for future use may be withdrawn for infractions of rules or for loud or boisterous behavior.

The library meeting rooms are available upon request under the following conditions:

- 1. The request is from a non-profit organization or community group located in the Franklin Square Union Free School District (UFSD #17)**
- 2. The person requesting the use of the room must have a valid Franklin Square Library card**
- 3. The majority of the organization or group must reside in UFSD #17**

The meeting rooms may not be used for partisan political activity, including campaigning for public office, except in the event that the Library schedules a political forum, inviting members of multiple political candidates to address the public. In addition, it may not be used for religious, proprietary, or fund raising events except for the Friends of the Franklin Square Public Library.

All meetings must be open to the general public and no admission fees charged. Due to fire regulations, the maximum capacity of the Large Meeting Room in the North West corner of the building is 75 people, the J Craft Room is 30 people and the Quiet Study Room is 6 people.

No signs, posters, displays, etc., promoting a meeting or program by an organization or group may be placed anywhere in the library or on its premises without the express approval of the Library Director or his/her designee. Any such items will be removed by the Library and destroyed.

Groups showing copyrighted movies in the library's public meeting rooms are solely responsible for obtaining written public performance licensing rights. Borrowing, renting, or purchasing a movie does not carry with it the right to show the movie outside the home. The library must be provided with proof of public performance licensing rights. The library is not responsible for securing these rights.

Scheduling of meetings depends upon the availability of the rooms and must be arranged with the approval of the Library Director or designee by filling out the Meeting Room Application. Scheduling of the meeting rooms for Library purposes takes precedence over other issues. Requests to use the Meeting Rooms may not be made more than 3 months in advance and within less than five business days. No meeting shall begin sooner than 15 minutes after the Library opens for business or end later than 15 minutes prior to closing.

All initial requests for use of the meeting rooms must be approved by the Board of Trustees. Subsequent usage may be approved by the Library Director or designee. If the meeting rooms are not used by the organization or group for a period of 18 months following the initial request, then a new request must be made in writing and approved by the Board of Trustees.

Revised 12/20/2017

Revised 6/27/2018

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APPLICATION FOR USE OF THE MEETING ROOM

Date _____

Name of Organization _____

Address _____

Phone _____ Fax _____

Date(s) required _____ Hours _____

_____ Hours _____

_____ Hours _____

Purpose of meeting _____

Number of persons expected to attend (maximum room capacity is 75) _____

Does the majority of your membership reside in UFSD #17? _____

Please describe setup needed (# of tables, # of chairs, DVD player, projector, screen, lectern, etc.) _____

This application must be submitted to Administration for approval, at least five business days before the requested date. Initial applications (which require Board approval) should be submitted at least five business days before the next scheduled Board meeting. No reservations may be made on a permanent basis. Groups may request reservations for no more than three consecutive meetings and must reapply for an extension. Applicant is responsible at all times for maintaining order and cleaning up litter. This application does not constitute approval.

I, the authorized representative of the applicant, have read the Meeting Room Policy and agree to abide by the conditions as set forth by the Board of Trustees.

Name of Organization _____

Represented by _____ FSPL Library Card # _____

Signer's address _____

Signers phone _____ email _____

OFFICE USE ONLY

Board Approval Date: _____