

**GREAT NECK LIBRARY**

**MEETING ROOM APPLICATION**

**THIS INFORMATION MUST BE SUBMITTED FOR EACH ORGANIZATION CO-SPONSORING A MEETING.**

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

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

Address of Applicant \_\_\_\_\_ Tel. No. \_\_\_\_\_

Nature or Purpose of Organization \_\_\_\_\_

\_\_\_\_\_

Percent of members residing in Great Neck School District \_\_\_\_\_

Approximate size of group expected \_\_\_\_\_

Description of activity and program to be presented \_\_\_\_\_

\_\_\_\_\_

Once approved, the organization listed above may use the facilities for a period of three (3) years under the terms listed in the Great Neck Library "Rules for Use of the Meeting Rooms." A new application must be submitted at the expiration of the three-year period.

DATE OF APPROVAL \_\_\_\_\_

In consideration of the use of the meeting room facilities, each organization or group agrees that it will pay for all damages to any property of the Great Neck Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or group, or any of its invitees, and that it will hold harmless and indemnify the Great Neck Library from any and all liability which may be imposed upon the Great Neck Library for any injury to persons or property caused by the organization or any other person in connection with the program.

It is understood that the Great Neck Library assumes no responsibility whatever for any property placed in the Library in connection with a program, and that the Great Neck Library is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained during or by any reason of a program held on the Library's premises.

*(over)*

We have read and agree to abide by the current rules for the use of the meeting rooms. Copies of the rules and regulation are available at the Library Director's Office.

ORGANIZATION \_\_\_\_\_

Signature of authorized Officer \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Tel. No. \_\_\_\_\_ Date \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Fee Required \_\_\_\_\_

Director \_\_\_\_\_

Date \_\_\_\_\_

**GREAT NECK LIBRARY**

**Application for Meeting Dates**

*(This information must be submitted for each organization co-sponsoring a meeting)*

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

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

Address of Applicant \_\_\_\_\_ Tel. No. \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Time of Meeting: From \_\_\_\_\_ To \_\_\_\_\_

*Please check one of the boxes below for location of meeting:*

- Main Library – Community Room       Parkville Branch Library
- Main Library – Multi-Purpose Room       Station Branch Library

Approximate size of group expected \_\_\_\_\_

Description of activity and program to be presented \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use of Piano: Yes       No

**Fees**

Parkville & Station Branches

*A fee of \$40 will be charged for use of the rooms for up to three hours between the hours of 10:00 a.m. and 8:45 p.m. If a program lasts for three to six hours, the fee will be \$50. If the program extends beyond 9:00 pm, a fee of \$25 per hour to cover building and custodial expenses will be charged.*

Main Library

*A fee of \$50 will be charged for use of the Community room located on the main floor, \$40 for use of the larger meeting room located on the lower level and \$30 for the smaller meeting room located on the lower level for up to three hours between the hours of 10:00 a.m. and 8:45 p.m. If a program lasts for three to six hours, an increase of \$15 will be incurred. If the program extends beyond 9:00 pm, a fee of \$25 per hour to cover building and custodial expenses will be charged.*

*Payment must be made in the form of check, cash or money order to the Library Director's Office at the time of application.  
[Amended 10/18/2016]*

Please indicate room setup and/or use of library's equipment:

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

(over)

In consideration of the use of the meeting room facilities, each organization or group agrees that it will pay for all damages to any property of the Great Neck Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or group, or any of its invitees, and that it will hold harmless and indemnify the Great Neck Library from any and all liability which may be imposed upon the Great Neck Library for an injury to persons or property caused by the organization of any other person in connection with the program.

It is understood that the Great Neck Library assumes no responsibility whatever for any property placed in the Library in connection with a program and that the Great Neck Library is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained during or by any reason of a program held on the Library's premises. We have read and agree to abide by the current regulations for the use of the meeting rooms. Copies of the rules and regulations are available at the Director's Office and at the Parkville and Station Branch Libraries.

ORGANIZATION \_\_\_\_\_

Name of Authorized Officer \_\_\_\_\_  
(Please Print)

Signature of Authorized Officer \_\_\_\_\_

Address \_\_\_\_\_ Tel. No. \_\_\_\_\_  
\_\_\_\_\_

Zip Code \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

REASON FOR DENIAL \_\_\_\_\_

Library Director \_\_\_\_\_ Date \_\_\_\_\_