



**MERRICK LIBRARY**

MEETING ROOM APPLICATION

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

Purpose of Organization\_\_\_\_\_

\_\_\_\_\_

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

Address\_\_\_\_\_ Phone\_\_\_\_\_

Percentage of members residing in The Merrick Union Free School District\_\_\_\_\_

Is this organization non-profit? \_\_\_\_\_

Anticipated number of attendees\_\_\_\_\_

General description of group's activities\_\_\_\_\_

\_\_\_\_\_

Groups that use library facilities are expected to adhere to the guidelines enumerated in The Merrick Library Meeting Room Policy (see attached).

**ALL MEETINGS MUST BE OPEN TO THE PUBLIC.**

Once approved, the organization listed above may use the facilities for a period of six (6) months. A new application must be submitted at the expiration of the one year period. The Board of Trustees reserves the right to revoke authorization to use the meeting room whenever, in its opinion, such use is in conflict with the best interests of the Library, or when violations of the library policy occur.

Date of Board Approval-Revision: September 18, 2007

Revised: April 25, 2017