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MICHELE  
LIPSON

LIBRARY  
DIRECTOR

TO: \_\_\_\_\_

GROUP BOOKING FOR: \_\_\_\_\_

DATE: \_\_\_\_\_

The Plainedge Public Library makes its meeting room available to community organizations. Enclosed is an application form and a copy of the POLICY FOR THE USE OF THE PLAINEDGE PUBLIC LIBRARY COMMUNITY ROOM.

If your organization meets the criteria set forth in the policy and you would like to meet here at the Library on a regular basis, please complete the application form and return it to the Library by \_\_\_\_\_.

Please remember that this booking is only for the months of September \_\_\_ through June \_\_\_.

In making your request, please note:

- a) Tuesday and Thursday evenings will not generally be available on a regular basis because of Library programs on those nights;
- b) First consideration will be given to organizations whose membership is composed primarily of residents of School District 18;
- c) Meeting room must be vacated by 8:45, p.m.
- d) Please read the POLICY FOR THE USE OF THE PLAINEDGE PUBLIC LIBRARY COMMUNITY ROOM carefully. When you sign the application Form, you are agreeing to abide by all the rules set forth in the policy.

Because of the increased demand by organizations for the Library's meeting room facility, it is not always possible to grant all requests. However, we will make every effort to do so and you will be notified no later than August \_\_\_.

If you have any questions, please email Diana Weir at [dweir@plainedgelibrary.org](mailto:dweir@plainedgelibrary.org).