

## LIBRARY REGULATIONS FOR USE OF THE MEETING ROOMS

1. Membership of groups requesting regular use of a community room must consist of at least 2/3 East Meadow School District residents. All programs shall be open to the public and of general interest without admission charges, donations, fees, or collections, except extension courses sponsored by qualified educational institutions chartered by the State of New York which may charge a fee and may limit enrollment only as to numbers.
2. The public services areas of the Library are closed at 9 p.m. but the Meeting Room may be used on weekdays until 11 p.m. The premises must be vacated by 11:15 p.m. Meeting Rooms can no longer be made available to outside groups for weekend functions.
3. SMOKING IS PROHIBITED IN ALL AREAS INCLUDING BATHROOMS AND LOBBIES. THE USE OF CANDLES AND INCENSE IS ALSO PROHIBITED.
4. The Library MUST be given at least 48 hours advance notice of ANY changes to the originally contracted room set-up. Custodians will not be held responsible for last-minute changes. Moving of tables or equipment by group members is prohibited.
5. Arrangement for use of kitchen facilities and coffee urns must be made in advance. IF YOU ARE SERVING FOOD AT YOUR PROGRAM, YOU MUST MAKE SURE BEFORE LEAVING THAT THERE IS NO FOOD LEFT IN THE ROOM. IF USING COFFEE URN, A REPRESENTATIVE FROM GROUP MUST BE AVAILABLE TO PLUG IT IN. ALL GARBAGE AS WELL AS COFFEE GROUNDS SHOULD BE DISPOSED OF IN THE WASTE BASKETS THAT ARE SUPPLIED IN EACH MEETING ROOM. Care should be taken to always leave room litter-free.
6. Organizations may make arrangements in advance with the PUBLIC RELATIONS OFFICE, EXT. 218 or 241, to use Library slide projector for their programs. The TV/VCR will not be made available to outside groups.
7. Programs in the Library may not be broadcast or televised live or filmed or taped for broadcast or showing to another audience without permission of the Director.
8. Tipping of Library employees is prohibited.
9. Neither the name nor the address of the East Meadow Public Library may be used as the official address or headquarters of any organization nor may it be used for purposes other than to identify the location of the program. In all publicity materials for every program, the name of the sponsoring organization must appear in letters larger and more prominent than that of the East Meadow Public Library. Any implication that a program is sponsored by the East Meadow Public Library will constitute sufficient grounds for immediate cancellation of an organization's contract for use of the Meeting Room.

10. Solicitation of contributions or sale of articles of any kind by a community group using the Meeting Room is expressly forbidden without permission of the Director.
11. **COPIES OF ALL PRESS RELEASES MUST BE SENT TO THE PUBLIC RELATIONS OFFICE.** Inquiries regarding any programs held in the Library will be answered by Library personnel based on information furnished by the organization.
12. Damage to Library property or violation of the rules above by members of the group will result in cancellation of Meeting Room privileges at the discretion of the Director. All damage to Library properties must be paid for by the group responsible.
13. The Library reserves the right to alter contracted room set-ups as needed in order to facilitate efficient library functioning and to make any further rules pertaining to the use of Library facilities that it may deem proper.
14. Members of the organization are responsible in an emergency to evacuate their group from the meeting room utilizing either the main staircase or the meeting room emergency door leading outside.
15. Special inquiries or questions about the use of the Meeting Room should be directed to the Public Relations Office, ext. 218 or 241, Monday-Friday, 9 a.m.-5 p.m. (Wednesday, 11 a.m.-5 p.m.).