The primary function of the Rockville Centre Public Library Meeting Rooms shall be to promote the extension of Library service to the community. The Meeting Rooms, therefore, shall be available for public use only when there is no interference with Library or Library-sponsored activities or operations, and upon the following conditions:

1. The Meeting Rooms will be available for the use of residents of the Rockville Centre Village and School District. Local groups may conduct meetings of an educational, cultural or civic nature. Presentation of both sides of any controversial matter must be given.

2. No admission shall be charged nor donations taken at any public meeting held in this Library except with the specific authorization of the Library Board. All meetings will be open to the general public.

3. The Meeting Rooms will be available to the public for meetings Monday through Saturday. A fee of $20.00 will be charged for use of a Meeting Room during the day, Monday through Friday; a fee of $25.00 will be charged for evening or Saturday use. Fees may be higher for certain events. For example, the fee to host a recital is $100. If piano tuning is desired, it will only be performed by a piano tuner chosen by the Library; the cost will be in addition to the reservation fee. If the Library determines additional security is needed due to the size of the group, the cost will be in addition to the reservation fee. All groups must vacate the building by 9:00 p.m. There will be no meetings on Sundays, Holidays or whenever the Library is closed. There will be no tipping of personnel.

4. Applications for use of a Meeting Room may be obtained at the Administrative Office. Cancellation of a reservation must be made at least forty-eight hours in advance. Failure to do so may jeopardize future permission to use the rooms. Upon emergency closing, the Library automatically cancels all meetings.

5. Reservations for single meetings will be accepted in the order in which the applications are received. The Director has discretionary power in arranging use of the Meeting Rooms. In general, no group other than one sponsored by the Public Library may use a Meeting Room more than once each month. Additional meetings may be scheduled only with the Director's approval. Authorization to use the Meeting Rooms may be revoked at any time, whenever such use may be in conflict with the best interest of the Library, or when a violation of these regulations has occurred.

6. Permission for use of the Meeting Rooms will be granted to adults only. When a Meeting Room is to be used by individuals under the age of eighteen, the adult(s) in charge of the group shall be responsible for the conduct of the members of the group.

7. All National and State Laws, Local Ordinances, and rules of the Police and Fire Departments regarding public assemblies must be strictly obeyed. The large Meeting Room has a capacity of 199 persons; the small Meeting Room, 45 persons; the Mini Room, 15 persons.

8. There will be no smoking or alcoholic beverages permitted in the building. Serving of refreshments requires prior approval of the Director.

9. No unwarranted implication that an organization or program is sponsored or approved by the Library is permitted. Neither the name nor the address of the Rockville Centre Public Library may be used as the official address or headquarters of any organization.

10. The Meeting Rooms must be left clean and orderly. The applicant or organization using the Library's facilities assumes full responsibility for the preservation of order in the building, as well as liability for damage to or loss of Library property as a result of the meeting. The applicant further agrees to observe all the regulations of the Library Board of Trustees as they pertain to the Meeting Rooms.

11. Any accident which may occur must be immediately reported to the Director or to the person in charge of the building.

12. The sponsoring organization must submit a draft copy of its publicity to the Library Director for approval prior to publication.

Adopted: November 19, 1992
Revised: 4/24/97, 10/15/2003, 02/15/2017, 03/06/18, 09/13/18