

MEETING ROOM POLICY

The primary purpose of the meeting room is to provide a place for Library-sponsored programs. When not being used by the Library, the room may be made available for public meetings in accordance with New York State Education Law.

Type of Programs:

- The room is not available for commercial purposes, fundraising or solicitation. The room may not be used for partisan purposes by any group, political, religious or civic that seeks solely to advance its own point of view.
- The room should be used for programs that educate or entertain and for the free and open exploration of ideas.
- All meetings must be open to the public.

Who may book the room:

- Library programming has priority over outside meetings or groups.
- Thereafter, preference is given to organized groups from within the Westbury and Carle Place School Districts.
- Only Westbury Library Cardholders are permitted to make room requests.
- An outside organization that can demonstrate that at least 50% of its membership resides or works in the Westbury community would be eligible to use the room.
- Response of availability may only be made upon completion of the bi-monthly newsletter.

When to book the room:

- A request for use of the room can be made up to 2 months in advance.
- Reservations may not be made on a permanent basis and groups can only book for a maximum of four (4) times per year, if space is available.

How to book the room:

- A Meeting Room Request Form must be completed which can be obtained from the Head of Adult & Cultural Programming.

Other details and fees:

- If a meeting is cancelled, the Adult & Cultural Programming Department should be notified immediately.
- Groups are expected to finish their meeting and leave the Library at least 15 minutes prior to closing.
- A \$50 overtime fee will be incurred for any group who stays beyond Library closing time.
- Groups using the meeting room are responsible for leaving it clean and in an orderly condition.
- Alcoholic beverages and smoking are not permitted.
- A \$50 cleaning fee will be incurred to any group who brings in food.
- A \$50 Tech fee will be incurred for the use of any of the Library's technical equipment and/or technology staff needed for your event.

All fees are payable to WMPL and are to be submitted with your Meeting Room Request Form.

Updated: January 21, 2021