Growing with Our Community

LEVITTOWN PUBLIC LIBRARY

1 BLUEGRASS LANE LEVITTOWN, N.Y. 11756-1292 (516) 731-5728 FAX (516) 735-3168
http://www.levittownpl.org Trina Reed, Director

Meeting Room Policy

Meeting rooms in the Levittown Public Library, when not in use for library purposes, may be used by groups holding meetings of a primarily cultural, educational, civic, or community nature, subject to the following regulations:

1. Rooms may not be used for the benefit of private individuals, corporations, or organizations for commercial purposes; nor for political party campaigning purposes; not-for-profit organizations and associations will be permitted to utilize meeting rooms for purposes other than actual fundraising at the time of the meeting room use.

2. Groups applying to use the meeting room for the first time will be required to submit sufficient information to determine the group's eligibility. A resident of Levittown Union Free School District at least 21 years of age or other responsible parties must sign all applications for meeting room use and accept responsibility for the group.

3. Meeting rooms will be available from 9:00 a.m. to 10:00 p.m., Monday - Friday. At their discretion, the Director may allow the use of meeting rooms on Saturday, Sunday or holidays and may charge for custodial services when necessary. All cancellations must be given with advance notice. Any cancellations for room reservations outside of the service hours of the Public Relations Department must be phoned to the Technology Center at extension 229. Failure to do so may be subject your organization to a room charge or prohibit future use of the rooms by your organization.

4. Organizations are not permitted to photograph or videotape at the library without prior approval from the Library Director. Failure to obtain permission from the Library Director for photos or videotaping by your organization or any outside entity is sufficient grounds for future cancellation of an organization's meeting room privileges.

5. All meetings shall be open to the public and of general interest without admission charges or collections, except extension courses sponsored by qualified educational institutions chartered by the State of New York, which may charge a fee and limit enrollment.

6. The public service areas of the library are closed at 9:00 p.m., but the meeting rooms may be used on weekdays until 10:00 p.m. The premises must be vacated by 10:15 p.m., or groups will be subject to a charge for custodial services. The main doors located on Library Lane are locked upon library closing times. Groups must exit through the main doors on Bluegrass Lane.

7. Groups wishing to serve light refreshments (e.g. cookies, cakes, etc.) must supply coffee, tea, sweeteners, milk, cups, utensils, napkins, etc. No alcoholic beverages are permitted under any circumstances. If requested, the library will provide the urns for coffee / and or hot water.

8. Organizations may arrange with the Public Relations department to use library audio-visual equipment. The library can not guarantee the availability of equipment.

9. Meeting participants are not permitted to use the library staff parking lot.

10. Employees of the Levittown Public Library are prohibited from accepting tips.

11. Neither the name nor the address of the Levittown 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 meeting. In material that publicizes a meeting, the name of the sponsoring organization must appear more prominent than that of the Levittown Public Library. Any implication that a meeting is sponsored by the Levittown Public Library is sufficient grounds for cancellation of an organization's meeting room privileges.

12. Solicitation of contributions and the sale of promotional materials are not allowed on library property unless library sponsored. At the end of a library-sponsored program, a presenter may offer for sale books, DVDs, or CDs.

13. For the purposes of obtaining contact with a group seeking to utilize a meeting room, the group must designate a contact person and his/her telephone number.

14. Damage to library property or violation of the rules by the members of the group attending the meeting will result in cancellation of meeting room privileges at the discretion of the Library Board.

15. The library reserves the right to make any further rules pertaining to the use of library facilities.

16. In the event the emergency alarm sounds, the building will be evacuated immediately. Groups using Community Room A should exit by the Bluegrass Lane entrance. Groups using Community Room B should exit by the emergency doors to the left and right of the stage. Groups using Rooms A and B should exit by the Bluegrass Lane entrance and the emergency doors to the left and right of the stage. Groups using Meeting Rooms 1 and 2 should proceed through the arched hallway, turn left, and exit by the emergency doors opposite the elevator. Groups using the P.W. Martin Study Room should exit by the emergency doors to the left, opposite the elevator. Do not use the elevator. Everyone will reassemble in Levittown Veterans Memorial Park opposite the main entrance of the library.

17. As a safety measure, organization leaders will announce at all meetings the location of the fire/emergency paths and exits and the location of restrooms.

18. The library is a smoke/vape-free environment.

Adopted by the Library Board of Trustees November 1974. Amended 1/6/10; 4/6/22; 7/12/23 & 12/3/25