BELLMORE MEMORIAL LIBRARY
POLICY FOR USE OF MEETING ROOMS

The primary purpose of the library’s meeting rooms is to present library sponsored programs. Library services, programs and activities shall have priority for scheduling purposes. When available and subject to the rules and regulations set forth, the meeting rooms of the Bellmore Memorial Library shall be available to groups for meetings or presentations of a cultural, educational or community nature.

- Any organization or applicant interested in using a meeting room must complete an application, which will be submitted to the Board for approval.
- A group of Bellmore residents may request one-time use of a room for individual or group study if it is not being used for any other purpose. This option is available on a first-come, first-served basis. For continued use on a scheduled basis an application must be submitted to the Board for approval.
- Use of the rooms is restricted to not-for-profit organizations and may not be used for commercial purposes.
- All programs must be open to the public as prescribed by the laws of New York State. Organizations may not charge an admission fee or raise funds.
- Permitting an individual or organization use of a meeting room does not imply the library’s endorsement of that individual or organization. Such is an affirmation of the Library Bill of Rights, which states: “As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.”
- Rooms must be vacated 15 minutes prior to the library’s closing time.
- Personal items may not be left unattended. The library has no responsibility for any property brought into the rooms.
- In the event an applicant or organization causes any damage, those individuals shall be responsible.

While using the rooms the following rules apply:
- Shoes must be worn at all times. Bare feet are not permitted.
- No one may put his or her feet up on the furniture.
- Enclosed drink containers and light snacks are allowed; patrons are expected to leave the rooms as they find them.
- One person per chair is the rule.
- Cell phone use shall be minimal, limited to brief calls or texting. Phones should be set on silent or vibrate.

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