



MEETING ROOM POLICY

When calling to request an application, please have this information available:

- Is your meeting open to the public?
- Are the majority of the members of your group residents of the East Islip Library district?
- Is your group a non- profit group?
- When do you need the room (date & time)
- How many people do you expect at the meeting?
- Is this a one-time program or an ongoing series?
- Do you need any special equipment?
- What type of room setup will you need?
- Has your group ever met at the library before?

Contact Person: Andrea Smith or Judy Moccio
 Phone: 581-9200 x 123 Public Relations Office
 E-mail: asmith@eipl.org or jmoccio@eipl.org



RULES AND REGULATIONS:

The East Islip Public Library welcomes the use of its meeting room for activities of a civic, cultural, or educational nature and for the discussion of current public questions. The meeting room is not available for purely social or religious purposes, for the benefits of private individuals or commercial concerns, or where, in the judgment of the library director, disorder may be likely to occur. Since the meeting room is for the use of nonprofit organizations, profit making organizations are not eligible to schedule the meeting room. The meeting room is available to nonprofit groups in the East Islip Public Library District regardless of the beliefs or affiliations of their members. Duly constituted continuing political groups may use the meeting room, but temporary committees for the advancement of an individual's success in a political campaign shall be denied such use. Library sponsored programs will be given preference for use of the meeting room. It is understood that all meetings held will be open to the public should anyone wish to attend. Upon adequate notice and for adequate reasons, the Library reserves the right to revoke permission to use the meeting room.

EAST ISLIP PUBLIC LIBRARY
 381 East Main Street
 East Islip, NY 11730
<http://www.eipl.org>
 Library Hours:
 Monday-Thursday, 9 AM-9 PM
 Friday 9 AM-6 PM
 Saturday, 9 AM-5 PM
 Sunday (Oct.- May), 1 PM-5 PM