



Facility Use Policy

This policy is for application to the Lackawanna Library.

I. STATEMENT OF POLICY

Use of facility spaces in the Lackawanna Library are intended for activities conducted or sponsored by the Lackawanna Library, its partners, community organizations and businesses.

All meetings must be open to the public.

II. USE OF FACILITY SPACES

A. Availability

Facility spaces include: auditoriums, meeting rooms, conference spaces and other areas which may be available in the library.

Facility spaces can be reserved for use during regular open library hours. Requests for use of facility spaces during closed hours will be reviewed and determined on a case by case basis. Additional fees are imposed if the library is closed.

Facility spaces are available for use by non-profit organizations, groups and for-profit businesses.

Reservations may be limited in frequency to ensure fairness to the

numerous community organizations and groups requesting space.

B. Priority of Use

Library facility spaces are generally provided based on the following priority of use:

1. For programs and activities conducted or sponsored by the Lackawanna Library;
2. For programs and activities conducted or sponsored by in-residence partners of the Lackawanna Library;
3. For non-profit organizations or for-profit businesses engaged in educational, cultural, intellectual, social, community or charitable activities of interest and/or benefit to the community; and
4. For-profit businesses and groups in need of meeting and/or training space.

C. Fee Structure

The facility use fee structure is based on the following factors:

1. LACKAWANNA LIBRARY in-residence partners, partnering organizations or partnering businesses;
2. Non-profit organizations (not charging an admission fee);
3. Non-profit organizations (charging an admission fee) or for-profit businesses (not charging an admission fee); and
4. For-profit businesses (charging an admission fee).

D. Requirements for Use of Library Facility Spaces

All organizations, groups, and businesses using the library must:

1. Read and agree to adhere to the LACKAWANNA LIBRARY's Rules of Conduct Policy;

2. Complete and submit an Application for Facility Use with the required deposit;
3. Pay the rental and/or security deposit fee, if applicable;
4. Secure any necessary performance licenses and indemnify the LACKAWANNA LIBRARY and Erie County for any failure on the renting organization's part to do so;
5. Accept liability for personal injury, damage to library facilities, and/or loss of library property arising from use of the facility space by the renting organization, and hold harmless the LACKAWANNA LIBRARY for any and all liability which arises out of the use of the facility space (The LACKAWANNA LIBRARY assumes no responsibility whatsoever for personal injury to or loss of property by any member, affiliated person, guest, invitee, or licensee of the using organization or group, its members, affiliated persons, guests, invitees, or licensees);
6. Make all meetings, programs, etc. open to the public;
7. Refrain from cooking or serving food or beverages of any kind. No alcohol is permitted. Burning or lighting of any materials, including incense and candles is prohibited. Any deviation from this rule must be approved in advance by the LACKAWANNA LIBRARY Director or his/her designee. The decision to approve a requested variation is within the sole discretion of the LACKAWANNA LIBRARY Director or his/her designee;
8. Conduct meetings in such a way as not to disturb library operations. Adult supervision is required for any group of minors. The organization's contact person must be 18 years of age or over and be in attendance when the facility space is in use. That person shall be responsible for managing orderly behavior of all attendees, be responsible for payment of bills and for protection of LACKAWANNA LIBRARY property in connection with the meeting;
9. Notify the library's designated contact person in the event the meeting is canceled. Failure to notify the library in a timely manner may result in the loss of facility use privileges;

10. Notify the library's designated contact person beforehand of any plans to record, broadcast or televise the meeting or any portion of the meeting, including on social media;
11. Adhere to maximum occupancy of facility space and inform attendees of the location of fire exits and fire exit paths;
12. Refrain from transferring use of facility space to another organization or group;
13. Assume responsibility for participant accommodations (e.g. assistive listening devices, interpreters, etc.) and specific articles of compliance as required by the Americans with Disabilities Act. The LACKAWANNA LIBRARY does not discriminate on the basis of disability in any of its programs and services. The LACKAWANNA LIBRARY may be able to assist with some accommodations if requests are made at least five (5) working days in advance of use;
14. Refrain from posting flyers, notices, posters or other materials in the library. The library will post provided materials if they fall within the LACKAWANNA LIBRARY's Distribution Policy (contact the Development & Communications Department with inquiries at 716-858-7182).

E. General Guidelines and LACKAWANNA LIBRARY Reservation of Rights

1. Facility use by the LACKAWANNA LIBRARY takes precedence over use by outside groups. The LACKAWANNA LIBRARY reserves the right to pre-empt the use of facility space for LACKAWANNA LIBRARY purposes upon 60 days notice to the organization requesting that space. Any deposit will be returned to the displaced organization.
2. The LACKAWANNA LIBRARY may charge fees for the use of its facility spaces and for cleaning, equipment and/or security.

3. LACKAWANNA LIBRARY personnel must have free access to facility spaces at all times. The LACKAWANNA LIBRARY retains the right to monitor all meetings conducted on the premises to ensure compliance with its regulations. Meetings that are observed to be in violation of LACKAWANNA LIBRARY policies will be terminated immediately and future use may be denied.
4. The LACKAWANNA LIBRARY reserves the right to subdivide facility spaces for use by another organization, if necessary.
5. The LACKAWANNA LIBRARY reserves the right to close due to adverse weather conditions or emergencies and will attempt to notify the organization's contact person.
6. The LACKAWANNA LIBRARY shall not assume responsibility for the security of items brought into meetings. The LACKAWANNA LIBRARY will not provide storage of materials or equipment for an organization or group.
7. LACKAWANNA LIBRARY personnel are not in a position to assist organizations with their event.
8. The LACKAWANNA LIBRARY will include all events in its online public Events Calendar (www.BuffaloLib.org) and any other event listing currently being utilized. The LACKAWANNA LIBRARY will use the applicant's designated contact for all inquiries. Except as a designation of location, the name of the LACKAWANNA LIBRARY may not be used in any publicity relating to use of facility spaces unless preapproved by the library designee.
9. Permission to use space in a LACKAWANNA LIBRARY facility does not constitute an endorsement by the LACKAWANNA LIBRARY of a program or point of view expressed.

F. Organization or Function Specific Guidelines

1. Partners and non-profit organizations (not charging an admission fee):
 - a. Meeting must be free and open to the public.
 - b. No admission fee, required donation or goodwill offering can be charged.
 - c. No products, services, or memberships may be advertised, solicited, or sold.

2. Partners and non-profit organizations (charging an admission fee), and for-profit businesses:
 - a. Meeting must be open to the public.
 - b. Facility use fees will be charged, based upon a formula intended to return appropriate public benefit to the community.

 - c. No products, services, or memberships may be advertised, solicited, or sold.

3. Political Functions:

The intent of the LACKAWANNA LIBRARY Facility Use Policy is to allow use of its facilities as a forum of public debate on public policy, while at the same time prohibiting use of its facilities for purely partisan political purposes.

LACKAWANNA LIBRARY facility spaces are “limited public fora.” The LACKAWANNA LIBRARY prohibits the use of its facility spaces for actions or events organized by a political campaign committee or other group that exists for the purpose of promoting, endorsing or opposing a candidate or a ballot or election issue.

Use of a LACKAWANNA LIBRARY facility at which candidates will discuss current ballot or election issues are permitted provided they are: (1) hosted by a non-partisan, non-profit organization (e.g. League of Women Voters), which is approved as such by the LACKAWANNA LIBRARY and satisfies all requirements of the LACKAWANNA LIBRARY, and (2) all candidates for the same office (or, in the case of a referendum, representatives of opposing views) have been invited to participate.

Meetings or events held by elected officials or candidates for elected positions during the 30 days prior to any general, primary or special election or any applicable referendum shall be presumed to be for purely partisan political purposes unless the applicant demonstrates otherwise.

III. LIBRARY CONTACT INFORMATION

Lackawanna Library

560 Ridge Rd.

Lackawanna, NY 14218

(716) 823-0630

- Community Room – ADA Compliant, 100 person capacity
- Museum – ADA Compliant, 100 person capacity
- Stella Room – ADA Compliant, 20 person capacity.

Adopted by the Lackawanna Library on May 17, 2018.

Amended October 21, 2020.