

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

FACILITY USE POLICY

Library facilities are intended:

1. For activities conducted or sponsored by the Buffalo & Erie County Public Library.
2. For organizations engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community.
3. For use by business and other groups in need of meeting and/or training space.

For Use By Non-Profit Organizations:

All meetings must be open to the public.

No admission fee or required donation shall be charged to people attending a meeting.

No products, services, or memberships may be advertised, solicited, or sold. However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs:

1. Fund raising to benefit the Library and/or sponsored by the Library Foundation, Friends of the Library or other Library-related groups.
2. The sale of books and other items by authors or artists as part of a Library program.

Permission to use a meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location the name of the Library may not be used in any publicity relating to use of meeting rooms.

For Use By For-Profit Organizations:

Room reservations are fee-based according to a schedule developed by the Library Administration depending on the room or space requested. Groups seeking use of the Central Library for events should consult the Central Library Special Events Policy.

For All Groups Using Library Facilities:

The Library may charge fees for the use of its meeting room(s), for cleaning and/or security.

Programs planned by the Library take precedence over meetings of outside groups. The Library reserves the right to pre-empt the use of meeting space for Library purposes upon 60 days notice to the organization requesting that space. Any deposit will be returned to the displaced organization.

Original "Meeting Room Policy" adopted 04/14/1993.

Amended 02/19/1998.

Amended 11/20/2008, now known as "Facility Use Policy."