

AURORA TOWN PUBLIC LIBRARY  
**APPLICATION FOR FACILITY USE**

**ORGANIZATION INFORMATION**

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

**APPLICANT INFORMATION**

Name & Title of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone number: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Email address: \_\_\_\_\_

**MEETING INFORMATION**

Date requested (day of week, month, date, year) \_\_\_\_\_

Is this a recurring meeting? (Note: reservations may be limited) \_\_\_\_\_

Reservation start time: \_\_\_\_\_ Program start time: \_\_\_\_\_

Program end time: \_\_\_\_\_ Reservation end time: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Describe event/program in detail: (Attach additional sheet if necessary) \_\_\_\_\_

\_\_\_\_\_

Does your organization require any special accommodations? If yes, please list below:

\_\_\_\_\_

Preferred arrangement of seating / tables: \_\_\_\_\_

I agree that I have read the Aurora Town Public Library / Buffalo & Erie County Public Library's *Rules of Conduct* and *Facility Use Policy* and agree, on behalf of the applying organization, to be bound by the terms of use set forth therein, including acceptance of liability for either damage to library facilities or loss of library property arising from use of the facility space by the applicant. I understand I do not have approval for use of the facility space until I receive a copy of this contract signed by the Library director /designee.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ NAME OF ORGANIZATION: \_\_\_\_\_

**FOR OFFICE USE ONLY:** Application APPROVED / REJECTED (circle one) by: \_\_\_\_\_ Date: \_\_\_\_\_

## **FACILITY USE POLICY**

*This policy is for application to the Aurora Town Public Library, a contracting member library of the Buffalo & Erie County Public Library.*

### **I. STATEMENT OF POLICY**

Use of facility space in the Aurora Town Public Library is intended for activities conducted or sponsored by the Buffalo & Erie County Public Library (B&ECPL), its partners, community organizations and businesses.

All meetings must be open to the public.

### **II. USE OF FACILITY SPACES**

#### **A. Availability**

Facility space is designated as the meeting/community room.

Facility space can be reserved for use during regular open library hours.

Facility spaces are available for use by Non-Profit organizations.

In fairness to the numerous community organizations and groups that request meeting space, reservations may be limited in frequency.

#### **B. Priority of Use**

Library facility space is provided based on the following priority of use:

1. For programs and activities conducted or sponsored by the B&ECPL.
2. For programs and activities conducted or sponsored by in-residence partners of the B&ECPL.
3. For Non-Profit organizations engaged in educational, cultural, intellectual, social, community or charitable activities of interest and/or benefit to the community.

#### **C. Requirements for Use of Library Facility Space**

All organizations / groups using the library must:

1. Read and agree to adhere to the B&ECPL's *Rules of Conduct Policy*.
2. Complete and submit an *Application for Facility Use*.
3. Secure any necessary performance licenses and indemnify the B&ECPL and Erie County for any failure on the renting organization's part to do so. 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. Hold harmless the B&ECPL for any and all liability which arises out of the use of the facility space. The B&ECPL 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.
4. Make all meetings, programs, etc. open to the public.

5. 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 variation must be approved in advance by the Aurora Town Public Library Director or designee. The decision to approve a requested variation is within the sole discretion of the Aurora Town Public Library Director or designee.
6. 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 and for protection of B&ECPL property in connection with the meeting.
7. Notify the library designee in the event the meeting is cancelled. Failure to notify the library in a timely manner may result in the loss of facility use privileges.
8. Notify the library designee beforehand of any plans to record, broadcast or televise the meeting or any portion of the meeting.
9. Adhere to maximum occupancy of facility space and inform attendees of the location of fire exits and fire exit paths.
10. Refrain from transferring use of facility space to another organization or group.
11. 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 B&ECPL does not discriminate on the basis of disability in any of its programs and services. The B&ECPL may be able to assist with some accommodations if requests are made at least five (5) working days in advance of use.
12. Refrain from posting flyers, notices, posters or other materials in the library. The library will post your materials if they fall within the Aurora Town Public Library's *Distribution Policy*, contact the Aurora Town Public Library with inquires at 716-652-4440.

#### D. B&ECPL Reservation of Rights

1. Facility use by the B&ECPL takes precedence over use by outside groups. The B&ECPL reserves the right to pre-empt the use of facility space for B&ECPL purposes upon 60 days notice to the organization requesting that space. Any deposit will be returned to the displaced organization.
2. B&ECPL personnel must have free access to facility spaces at all times. The B&ECPL 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 B&ECPL policies will be terminated immediately and future use may be denied.
3. The B&ECPL reserves the right to subdivide facility spaces for use by another organization, if necessary.
4. The B&ECPL reserves the right to close due to adverse weather conditions or emergencies and will attempt to notify the organization's contact person.
5. The B&ECPL shall not assume responsibility for the security of items brought into meetings. The B&ECPL will not provide storage of materials or equipment for an organization or group.
6. B&ECPL personnel are not in a position to assist organizations with their event.

7. The B&ECPL will include all events in its online public Events Calendar ([www.BuffaloLib.org](http://www.BuffaloLib.org)) and any other event listing currently being utilized. The B&ECPL will use the applicants designated contact for all inquiries. Except as a designation of location, the name of the B&ECPL may not be used in any publicity relating to use of facility spaces unless preapproved by the library designee.

8. Permission to use a facility space does not constitute an endorsement by the B&ECPL of a program or point of view expressed.

#### E. Organization or Function Specific Guidelines

##### 1. Partnering organizations and Non-Profit organizations:

- a. Meeting must be free and open to the public.
- b. No admission fee, required donation or goodwill offering shall be charged to people attending a meeting.
- c. No products, services, or memberships may be advertised, solicited, or sold.

##### 2. Political functions:

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

B&ECPL facility spaces are “limited public fora.” The B&ECPL 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.

Meetings at which candidates will discuss current ballot or election issues are permitted provided they are: (1) hosted by a non-partisan, non-profit organization (i.e. League of Women Voters), which is approved as such by the B&ECPL and satisfies all requirements of the B&ECPL, 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 held by elected officials to gather input or communicate with their constituents are permitted, except that meetings, actions or events held by elected officials (or candidates for elected positions) are not permitted during the 30 days prior to any general, primary or special election or any referendum.

### III. LIBRARY CONTACT INFORMATION

All groups seeking use of the Aurora Town Public Library facility space should see the contact information below:

#### **Aurora Town Public Library**

550 Main Street  
East Aurora, NY 14052  
Phone: 716-652-4440

Adopted by the Aurora Town Public Library Board October 27, 2015 and Effective November 24, 2015

## Rules of Conduct

The Buffalo & Erie County Public Library (B&ECPL) serves as a center for information, education and entertainment. Under Article 5, Section 262 of New York State Education Law, the Board of Trustees of the Aurora Town Public Library has adopted the following rules to ensure an atmosphere conducive to appropriate use of the services and facilities of the Aurora Town Public Library. Library users are required to comply with these Rules and Regulations.

The following conduct is prohibited:

1. Engaging in disorderly conduct, fighting or challenging to fight, or using offensive words likely to provoke violence or using language that offends others;
2. Disturbing other patrons, staff or volunteers including but not limited to disruptive behavior such as any loud, unreasonable and/or bothersome noises created by persons or devices; interfering with staff or volunteers in the performance of their duties and persistent, unwelcome attention; obscene or threatening gestures such as staring at another person; or following another person on or around the premises;
3. Carrying weapons of any kind;
4. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs;
5. Engaging in sexual conduct and/or lewd behavior (e.g., exposure, offensive or inappropriate touching, or sexual harassment of other patrons, staff or volunteers);
6. Damaging, destroying, or stealing any Library property or the property of another patron, staff or volunteer;
7. Bringing animals or pets into the library except those required to assist persons with disabilities or those involved in library programs;
8. Selling and/or soliciting; petitioning;
9. Distributing or posting materials/literature that have not been approved by the Library;
10. Vaping, smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco products inside of the Library and no closer than 10 feet to the side of any point of entry to Library property.
11. Eating or drinking in designated restricted areas;
12. Making unreasonable use of the restrooms including bathing;
13. Sleeping;
14. Photography or recording on Library premises without Library permission; and,
15. Absence of shirts and/or shoes.

No children under six years of age may be left unattended in any library at any time. Library staff will not be responsible for children who have been left without adult supervision. Adult patrons who are not engaged in library activities that require materials from the children's area shall be asked to relocate to other areas of the library. The staff reserves the right to seek the intervention of appropriate law enforcement or social services agencies, as required by individual circumstances.

People who violate these rules will be advised of their infraction(s). Failure to comply with the Library's established policies, rules and regulations or violations of local, state or federal law may result in immediate suspension of library privileges and, where necessary, civil liability and/or criminal prosecution.

Adopted by Aurora Town Public Library Board September 11, 2012. Amended by the Aurora Town Public Library Board Nov. 24, 2015. Amended January 23, 2018 and confirmed February 27, 2018.