



BOSTON FREE LIBRARY
Community Meeting Room Policy

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

For the purposes of this policy, Community Meeting Room covers the actual meeting room and any other Library property, inside or outside the building. In this document, the Boston Free Library will be referred to as the Library.

The Community Meeting room at the Boston Free Library is intended for:

1. Activities conducted or sponsored by the Library, and
2. Organizations engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community.

All meetings must be open to the public. No admission fee, required donation or goodwill offering shall be charged to people attending a meeting.

Availability: The Community Meeting Room can only be reserved during regular open library hours. Programs should be planned so that the Community Meeting Room is vacated 15 minutes prior to closing time. There is no charge for use of the building during normal Library hours.

Programs planned by the Boston Free Library take precedence over meetings of outside groups.

1. The Community Meeting Room may be reserved by non-profit as well as for-profit organizations.
2. The library reserves the right to pre-empt the use of meeting space for library purposes upon two (2) weeks' notice to the organization which had requested that space.
3. Reservations are taken not more than two (2) months in advance.
4. As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group. Reservations may be limited in frequency to ensure fairness to the numerous community organizations requesting space.

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 Association, Friends of the Boston Library, or other Library-related groups.
2. The sale of books, media, and other items by authors and artists as part of a Library program.

Permission to use the 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 the use of the Community Meeting Room.

Application: Formal application for the use of any meeting room is made with the Library Director. An individual responsible for the meeting must complete and sign an application form. Reconfirmation of the meeting must be made with Library Director at least two weeks prior to the meeting. Cancellations or change of meeting dates also must be cleared with Library Director.

General Rules of Use

1. Meeting spaces are available for use only during the Library's normal hours and dates of operation.
2. Meetings should be planned so that meeting space will be vacated 15 minutes before closing time.
3. Meetings must be conducted in such a way as not to disturb library operations. The applicant is responsible for managing orderly behavior of all attendees. Adult (over the age of 18) supervision is required for any group of minors. Applicants and program participants are expected to conform to the Library's **Rules of Conduct**, copies of which are available on request.
4. Smoking, cigarettes, pipes, smokeless electronic cigarettes, vape pens or using tobacco products, or consumption of alcoholic beverages is not permitted. No games of chance may be played.
5. No refreshments may be served without approval of the Library Director.
6. Groups planning to use craft materials must receive special permission from the Library Director.
7. Meeting rooms may not be used for sales promotion or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sales of merchandise is strictly prohibited.
8. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, purely partisan political purposes or meetings closed to the public. 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.
9. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The Library location may be publicized as the location of the meeting, but the Library telephone number may not be included in publicity, as the Library is not a

source of information concerning the event. Neither the name nor the address of the Library may be used as the official address or headquarters of an organization. No deliveries are to be made unless the sponsor or applicant is present to accept them.

10. Meeting rooms must be left in orderly, un-littered condition. Tables and chairs should be returned to the positions in which they were found.
11. Groups using the Community Room may have use of the Library's audio-visual equipment if Library patrons do not need it, but the Library cannot provide personnel to operate such equipment.
12. Library personnel will not move or rearrange heavy equipment.
13. The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
14. The applicant accepts liability for any damage to library facilities or loss of library property.
15. The library does not discriminate on the basis of disability in any of its programs and services, and organizations using the Library's Community Meeting Room are required to assume responsibility for providing reasonable accommodations for persons with disabilities (e.g. assistive listening devices, interpreters, etc., when and if possible) as required by the Americans with Disabilities Act.
16. Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations.
17. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

18. Maximum capacity for the Community Room is

Meeting room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Appeals to any of these policies may be submitted to the Board of Trustees in writing.

Approved April 14, 1993
Updated June 6, 2017 & November 14, 2023
Boston Free Library Board of Trustees



Boston Free Public Library

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Phone: 716-941-3516 Email: bos@buffalolib.org

Meeting Room Application

Complete all sections below. Use back for additional information.

Organization Information

Organization Name: _____

Organization Address: _____

Purpose of Organization: _____

Applicant Information

Name & Title of Applicant: _____

Address: _____

Phone: _____

Meeting Information

Date requested _____ Day of week _____ Time: From _____ To _____

Purpose of meeting: _____

Expected attendance: _____

Does your organization require any special accommodations? No Yes- Use back to describe

I have read and understand the "Community Meeting Room Policy Rules" and agree to abide by them.

Name: _____ Date: _____

Organization: _____

Signature: _____

Library use: Please initial each line you fill in

Date received: _____ Decision: _____ Notified applicant: _____

Any after meeting notes:

