

# **Clarence Public Library Meeting Room Policy**

## **Purpose of the Meeting Room**

The meeting rooms at the Clarence Public Library are primarily for library related functions such as meetings of the Library Board of Trustees, library committee meetings, interlibrary meetings, library planning meetings, library workshops, and programs conducted or sponsored by the library.

Programs that are planned by the library or the library system take precedence over meetings of the outside groups. The library reserves the right to preempt the use of the meeting space for library purposes upon two weeks' notice to the organization which had requested that space.

Library meeting rooms are intended:

1. For activities conducted or sponsored by the Clarence Public Library and,
2. For organizations engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community.
3. For fundraising to benefit the library and/or for events sponsored by the Friends of the Clarence Public Library or other library related groups. The sale of books, CDs, DVDs, and other items by authors or artists is allowed 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.

Secondarily, the meeting rooms serve as a host location for community informational services and for programs or meetings of established or recognized groups and associations whose purposes are educational, cultural, civic or of general community interest. These events must be nonpartisan and nonsectarian. Furthermore, the meeting room is not to be used for profit making organizations, partisan political activities or private events.

If there is any question concerning the eligibility of the group to use the meeting room, the matter will be placed before the Board of Trustees, which has the authority to make all policy decisions.

## **Reserving the Meeting Room**

Formal application for the use of a meeting room is made with the library director or a designated member of the staff. An individual responsible for the meeting must complete and sign an application form. An application must be on file for all meeting room uses. A new application must be submitted each year, or when a different person assumes responsibility for the group.

Rooms will be assigned on a first come first serve basis, based upon the group's size, requirements, and meeting availability. Room assignments are subject to change. In fairness to

the many groups requesting use of the meeting rooms, reservations will not be taken more than three months in advance except at the discretion of the director or designee.

## **Meeting Room Rules of Use**

1. All meetings must be open to the public.
2. No admission fee or required donation shall be charged.
3. No products, services or memberships may be advertised, solicited or sold. Library premises may not be used to promote any specific agency. However, at the discretion of the Library Director the following will be permissible at Library-sponsored programs:
  - a. Fundraising to benefit the Library and/or sponsored programs by the Friends of the Clarence Public Library or other library-related groups.
  - b. The sale of books and other items by author activities as part of a library program.
4. Meeting rooms are available only during the library's normal hours of operation.
5. The applicant must check in and out with a staff member.
6. The applicant must inform the library in advance of a cancellation or any changes in set up or other requirements.
7. Programs should be planned so that the meeting space will be vacated 15 minutes before closing time.
8. Meetings must be conducted so they do not disturb library operations. The applicant is responsible for managing orderly behavior of all attendees. Adult 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 upon request.
9. Smoking (of any kind) and alcoholic beverages are not permitted. No refreshments may be served without the approval of the library staff.
10. Meeting rooms must be left in orderly, clean condition. Tables and chairs must be returned to the positions in which they were found.
11. The applicant accepts liability for either damage to library facilities or loss of library property.
12. No games of chance may be played.
13. The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests. Library personnel will not move or rearrange heavy equipment.
14. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The location of the library may be publicized, but the library telephone number may not be placed on 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 the headquarters of an organization. No deliveries are to be made unless someone is present to accept them.
15. The Clarence library does not discriminate on the basis of disability in any of its programs and services. It is the responsibility of the organization using the meeting room to provide reasonable accommodations for person 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 the meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with its regulations.
17. Meeting rooms are video monitored for everyone's safety and protection.
18. Attendees must follow all health and safety protocols in place at the time of the event.
19. Room capacity is subject to change based on health and safety requirements and at the discretion of the Director.

***By signing the application for use of the meeting room you agree to abide by all library policies, including the Clarence library's Rules of Conduct. Failure to comply with this agreement, may result in the suspension of your group's privilege***

*Approved by the Clarence Board of Trustees, Oct. 27, 2014, Amended February 25, 2019, Amended April 25, 2022, Amended June 23, 2025*