

## **Community / Meeting Room 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**

The Community / Meeting Room of the Aurora Town Public Library is intended for activities conducted or sponsored by the Aurora Town Public Library, and secondarily, for organizations engaged in the educational, cultural, intellectual, or charitable activities of interest and / or benefit to the community.

### **II. USE OF COMMUNITY / MEETING ROOM**

#### **A. Availability**

1. 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.
2. Programs planned by the Aurora Town Public Library take precedence over meetings of outside groups;

#### **B. Priority Of Use**

1. The Community / Meeting Room may be reserved by non-Profit as well as for-profit organizations;
2. Community / Meeting Room use by the Aurora Town Public Library takes precedence over use by outside groups. The Aurora Town Public Library reserves the right to preempt the use of facility space for Aurora Town Public Library purposes upon 60 day notice to the organization requesting the Community / Meeting Room. Any deposit will be returned to the displaced organization;
3. In fairness to the numerous groups in the community requesting use of the Aurora Town Public Library's Community Room / Meeting Room, reservations may be limited in frequency and are taken only two months in advance (60 calendar days prior to the proposed meeting date). The Community Room / Meeting Room is reserved on a first come, first serve basis;

#### **C. Community / Meeting Room Rules**

1. All organizations and groups using the Community / Meeting Room must: read and agree to adhere to the *Aurora Town Public Library's Rules of Conduct Policy*;
2. Complete and submit an *Application for Community / Meeting Room Use* with the Library Director, or Librarian-In-Charge;
3. Reservations may only be requested by an adult, 18 years of age or older by completing a Community / Meeting Room Use application.
4. Meetings must be free and open to the public. No admission fee, required donation or goodwill offering shall be charged to people attending a meeting;
5. The organization or group that makes the reservation is responsible for creating promotional material as well as taking registration for the meeting. Reference the *Aurora Town Public Library's Distribution Policy*, and contact the Aurora Town Public Library with any inquiries at 716-652-4440 for further details. All material must be approved by the Director before the Aurora Town Public Library will post the information;

6. All setup and cleanup are the responsibility of the organization, or group that made the reservation. Aurora Town Public Library personnel are not in a position to assist with events;
7. No products, services, or memberships may be advertised, solicited, or sold. However, at the discretion of the Library Director, the following may be allowed at library-sponsored programs:
  - a. Fund raising to the benefit of the Aurora Town Public Library and / or sponsored by the Friends of the Library, or other library-related groups.
  - b. The sale of books or other approved media items by authors or artists as part of a library program, provided 10% of the proceeds are agreed to be donated to the Aurora Town Public Library. The Library Director / Librarian-In-Charge and author / artist must fill out an Author Merchandise Reimbursement Form following the sale of items.
8. Meetings must be conducted in such a way as to not disturb Aurora Town Public Library operations. The organization, group or person sponsoring the meeting is responsible for adhering to the Aurora Town Public Library Rules of Conduct and managing orderly behavior of all attendees. Responsible adult supervision is required for minors;
9. Secure any necessary performance licenses and indemnify the Aurora Town Public Library for any failure on the renting organization's part to do so;
10. Accept liability for personal injury, damage to library facilities, and / or loss of library property arising from use of the Community / Meeting Room by renting organization, and hold harmless the Aurora Town Public Library for any and all liability which arises out of the use of the Community / Meeting Room (The Aurora Town Public 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);
11. The Aurora Town Public 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 and assume all responsibility to provide reasonable accommodations for persons with disabilities (e.g. assistive listening devices, interpreters, etc., when and if possible) as mandated by the Americans with Disabilities Act. The Aurora Town Public Library may be able to assist with some accommodations if requests are made at least five working days in advance of the meeting.
12. Refreshments must be approved by the Library Director / Librarian-In-Charge. Refrain from cooking, burning, or lighting materials of any kind.
13. Alcohol, smoking, and games of chance are prohibited.

D. Aurora Town Public Library's Reservation Rights

1. Aurora Town Public Library personnel must have free access to the Community /Meeting Room at all times. The Aurora Town Public 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 Aurora Town Public Library policies will be terminated immediately and future use may be denied;
2. The Aurora Town Public Library reserves the right to close due to adverse weather conditions or emergencies and will attempt to notify the organization's contact person;
3. The Aurora Town Public Library shall not assume responsibility for the security of items brought into meetings. The Aurora Town Public Library will not provide storage of materials or equipment for an organization or group;
4. Aurora Town Public Library will include all events in its online public Events Calendar ([www.BuffaloLib.org](http://www.BuffaloLib.org)). The Aurora Town Public Library will use the applicants

designated contact for all inquiries. Except as a designation of location, the name of the Aurora Town Public Library may not be used in any publicity relating to use of the Community / Meeting Room unless preapproved by the Library Director;

5. Permission to use the Community / Meeting Room does not constitute an endorsement by the Aurora Town Public Library of a program or point of view expressed.
6. The Aurora Town Public Library may charge fees at its discretion for costs incurred beyond normal operating costs;

E. Political functions:

- a. The intent of the Aurora Town Public 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;
- b. The Aurora Town Public Library facility spaces are “limited public fora.” The Aurora Town Public 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;
- c. Use of an Aurora Town Public 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 Aurora Town Public Library and satisfies all requirements of the Aurora Town Public 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;
- d. 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

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. Amended April 21, 2020.

**APPLICATION FOR COMMUNITY / MEETING ROOM 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: \_\_\_\_\_ Reservation end time: \_\_\_\_\_ (Time it will take your organization to setup before the event and clean up after the event. All events must be concluded 15 minutes before the library closes)

Meeting start time: \_\_\_\_\_ Meeting end time: \_\_\_\_\_

Expected attendance: \_\_\_\_\_ (Occupancy of Community / Meeting Room may not exceed 50 persons)

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

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

\_\_\_\_\_

Number of chairs / tables needed: \_\_\_\_\_

**Check this box if using the Smart Board for your Meeting (Maximum 2 hours consecutive use)**

I agree that I have read the Aurora Town Public Library Rules of Conduct and Community / Meeting Room 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 the Community / Meeting Room or loss of library property arising from use of the Community / Meeting Room 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 / Librarian-In-Charge.

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

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

SIGNATURE: \_\_\_\_\_

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

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