

Facility Use Policy

This policy applies to the Aurora Town Public Library, a contracting member library of the Buffalo & Erie County Public Library.

I. STATEMENT OF POLICY

Use of the facility spaces of the (ATPL) is intended for activities conducted or sponsored by the ATPL, its partners, community organizations, and businesses.

II. USE OF FACILITY SPACES

A. Availability

1. Facility spaces include the ATPL's Community Room and other areas that may be available in the library.
2. Facility spaces can be reserved for use during regular library hours, beginning fifteen minutes after the building opens to the public. Meetings should end fifteen minutes before closing time.
3. Facility Spaces are available for use by non-profit organizations, groups, and for-profit businesses. Facility spaces are not intended for personal or private event use.
4. Reservations may be made up to a year in advance and may be limited in frequency to ensure fairness to the numerous community organizations and groups requesting space. Facility space is reserved on a first-come, first-served basis.

B. Priority Of Use

Library facility spaces are generally provided based on the following priority of use:

1. For programs and activities conducted or sponsored by the ATPL;
2. For non-profit organizations or for-profit businesses engaged in educational, cultural, intellectual, social, community or charitable activities of interest and/ or benefit to the community; and
3. For-profit businesses and groups in need of a meeting and/ or training space.

C. Requirements for Use of Library Facility Spaces

All organizations, groups, and businesses using the Library must:

1. Read and agree to adhere to the ATPL's *Rules of Conduct Policy* and this *Facility Use Policy*.
2. Complete and submit an *Application for Facility Use* with the Director or Librarian-in-Charge.

3. At least two weeks in advance, secure and provide proof of any performance, health or other required licenses or permits and, if required, proof of insurance in accordance with the ATPL's insurance requirements.
4. 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 organizations, and hold harmless the ATPL 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).
5. Make all meetings, programs, etc., open to the public. No admission fee, required donation or goodwill offering shall be charged to people attending a meeting.
6. Refrain from cooking or serving food or beverages of any kind. No alcohol or games of chance are permitted. Burning or lighting of any materials is prohibited. Any deviation from this rule must be approved in advance by the ATPL Director. The decision to approve a requested variation is within the sole discretion of the ATPL Director.
7. 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 the orderly behavior of all attendees, be responsible for payment of bills, and for the protection of ATPL property in connection with the meeting.
8. Notify the library's designated contact person in the event the meeting is canceled. Failure to notify the library promptly may result in the loss of facility use privileges.
9. Notify the library's designated contact person beforehand of any plans to record, broadcast, livestream or televise the meeting or any portion of the meeting, including on social media.
10. Adhere to the maximum occupancy of facility space and inform attendees of the location of emergency exits and emergency evacuation paths.
11. Refrain from transferring use of facility space to another organization or group.
12. 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 ATPL does not discriminate on the basis of disability in any of its programs and services. The ATPL may be able to assist with some accommodations if requests are made at least seven (7) working days in advance of use.
13. The organization or group that makes the reservation is responsible for taking registration and creating promotional material for the meeting. The Library will post provided flyers, notices, posters, or other materials if they fall within the ATPL's *Distribution Policy*.
14. Assume responsibility for setup and cleanup for the meeting.

15. Not sell, solicit, or advertise 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. Fundraising to the benefit of the ATPL 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 ATPL. The Library Director/Librarian-In-Charge and author / artist must fill out an Author Merchandise Reimbursement Form following the sale of items.

C. General Guidelines and ATPL Reservation Rights

1. Facility use by the ATPL takes precedence over use by outside groups. The ATPL reserves the right to preempt the use of the facility space for ATPL purposes upon 60-day notice to the organization requesting that space.
2. ATPL personnel must have free access to facility spaces, at all times. The ATPL retains the right to monitor all meetings conducted on the premises to ensure compliance with its regulations. Meetings that are observed to violate ATPL policies will be terminated immediately, and future use may be denied.
3. The ATPL reserves the right to subdivide facility spaces for use by another organization, if necessary.
4. The ATPL reserves the right to close due to adverse weather conditions, emergencies or other unanticipated closures, such as repairs or construction. The ATPL will attempt to notify the organization's contact person.
5. The ATPL shall not assume responsibility for the security of items brought into meetings. The ATPL will not provide storage of materials or equipment for an organization or group.
6. The ATPL is not in a position to assist organizations with their event.
7. The ATPL will include all events in its online public Events Calendar (www.BuffaloLib.org). The ATPL will use the applicant's designated contact for all inquiries. Except as a designation of location, the name of the ATPL may not be used in any publicity relating to use of facility space unless preapproved by the Library Director.
8. Permission to use facility space in ATPL does not constitute an endorsement by the ATPL of a program or point of view expressed.
9. Attendees must follow all health and safety protocols in place at the time of the event.
10. Room capacity is subject to change based on health and safety requirements.
11. The ATPL may charge fees at its discretion for costs incurred beyond normal operating costs.

D. Political functions:

- a. The intent of the ATPL *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 ATPL facility spaces are “limited public fora.” The ATPL 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 ATPL 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 ATPL and satisfies all requirements of the ATPL, and (2) all candidates for the same office (or, in the case of a referendum, representatives of opposing views) have been invited to participate; and
- 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 ATPL facility space should use the contact information below:

Aurora Town Public Library

550 Main Street

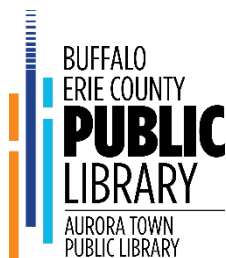
East Aurora, NY 14052

Phone: 716-652-4440

Email: eau@buffalolib.org

All rooms at the ATPL are ADA compliant.

Adopted by the Aurora Town Public Library Board October 27, 2015 and Effective November 24, 2015. Amended April 21, 2020. Name of policy updated to ‘Facility Use Policy’ and Amended November 18, 2025.



APPLICATION FOR FACILITY USE – MUST BE FREE & OPEN TO THE PUBLIC

ATPL Facility Space Requested

- ☐ Community Room (*May not exceed 50 person capacity*)
☐ Main Library for Tabling

Organization name: _____

Purpose of organization: _____

Organization is (*Select one*): ☐ Non-Profit ☐ For-Profit ☐ Government Agency

Name & title of individual applicant: _____

Telephone number: () _____ Email address: _____

Meeting name as it should appear on public calendar: _____

Date requested (month, date and year): _____

Recurring meeting? (*Select one*): ☐ Yes or ☐ No Expected Number of Attendees: _____

Reservation start time: _____ Reservation end time: _____
(*The time it will take your organization to setup/clean up before/after the event—no sooner than 15 minutes after the ATPL opens and no later than 15 minutes before the library closes*)

Meeting start time: _____ Meeting end time: _____

Describe meeting (attach additional sheet if necessary): _____

Is registration required? (*Select one*): ☐ Yes or ☐ No If yes, how can people register? _____

Library equipment is limited. Please check the items needed:

- ☐ Laptop ☐ Podium ☐ Smart Board ☐ Web Camera
☐ Tables - Number Needed: _____ ☐ Chairs - Number Needed: _____

Special Equipment (to be brought in by applicant): _____

☐ I agree that I have read the ATPL 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 personal injury, damage to Library facilities, and/ 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 or Librarian-In-Charge.

☐ I agree that my organization and all attendees will follow all security, health and safety policies required by the ATPL.

Name: _____ Date: _____

Signature: _____

Library Use Only Application (circle one): Approved or Rejected.

Signed by: _____ Date: _____

Return to: Aurora Town Public Library, 550 Main Street, East Aurora, NY 14052

Email: eau@buffalolib.org

Questions: (716) 652-4440