

RESERVING LIBRARY TABLES POLICY

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

I. OBJECTIVE

In response to COVID-19, the *Reserving Library Tables Policy* has been enacted for the safety of Library employees and patrons. As the circumstances of the pandemic change, this policy will be reviewed.

II. STATEMENT

The tables of the Aurora Town Public Library are intended primarily 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.

III. USE OF TABLES

A. Availability

1. Tables may be reserved only in one-hour increments for the same organization, group, or person twice a week.
2. Reservations should be planned to begin no sooner than 15 minutes after the Library has opened, and end no later than 15 minutes prior to closing time.
3. Each reservation must be made 15 minutes apart, in order to give staff members enough time to set up, clean, and sanitize the area.
4. Table use by the Aurora Town Public Library takes precedence over that of outside groups.
5. The Library may accommodate four individual reservations per day.
6. Two tables (by the fireplace) are available to reserve in the Library. Each table will be allowed a maximum of two seats for two people.
7. Other tables may be available on a first come, first served basis without appointments. Limits on time sitting at tables may be enacted to give others a chance to sit at a table.

B. Priority Of Use

1. Tables may be reserved by non-profit, as well as for-profit organizations.
2. Table use by the Aurora Town Public Library takes precedence over use by outside groups. The Aurora Town Public Library reserves the right to pre-empt the use of a table for its own use.
3. In fairness to the numerous community groups requesting use of the Library's tables, reservations may be limited in frequency and are taken one week ahead of time.
4. Reservations will be held for 15 minutes; if no one arrives at the scheduled time the reservation may be given away.

C. Table Rules

1. All organizations, groups, and persons reserving tables must:
 - Be an adult, 18 years of age, or older;
 - Read and agree to adhere to the Aurora Town Public Library's *Rules of Conduct Policy*;
 - Complete and submit an *Application for Reserving Library Tables* with the Library Director, or Librarian-In-Charge;
 - Check in at the front desk. Tutors should sign in using the tutoring log;
 - Follow all safety standards for COVID-19 set forth by the Centers for Disease Control (CDC), Erie County Department of Health, New York State, and the Aurora Town Public Library must be adhered to by attendees of the reservation;
 - Conduct behavior in such a way as to not disturb Aurora Town Public Library operations;
 - Adhere to the Aurora Town Public Library's *Rules of Conduct Policy* and managing orderly behavior of all attendees, including supervising minors;
 - Accept liability for personal injury, damage to library facilities, and / or loss of library property arising from use of the tables by reserving organization, and hold harmless the Aurora Town Public Library for any and all liability which arises out of the use of the tables (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, its members, affiliated persons, guests, invitees, or licensees);
 - Abstain from eating and drinking;
 - Refrain from advertising, soliciting, or selling products, services, or memberships.

2. The Aurora Town Public Library does not discriminate on the basis of disability in any of its programs and services, and organizations / persons using the Library's tables 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 reservation.

D. Aurora Town Public Library's Reservation Rights

1. Aurora Town Public Library personnel must have free access to the tables at all times. The Library retains the right to monitor all reservations conducted on the premises to ensure compliance with its regulations. Reservations 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 other 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 reservations. The Aurora Town Public Library will not provide storage of materials or equipment for an organization or person.
4. The Aurora Town Public Library will use the applicant's 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 tables unless preapproved by the Library Director.
5. Permission to use the Library's tables does not constitute an endorsement by the Aurora Town Public Library of a point of view expressed.

IV. 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

eau@buffalolib.org

Adopted by the Aurora Town Public Library Board on September 29, 2020.

APPLICATION FOR RESERVING LIBRARY TABLES

ORGANIZATION INFORMATION

Organization Name _____
Organization Address _____
Purpose of Organization _____

APPLICANT INFORMATION

Name & Title of Applicant _____
Address _____
Telephone number: _____ Best time to call: _____
Email address: _____

RESERVATION INFORMATION

Date requested (day of week, month, date, year) _____
Is this a recurring meeting? (Note: reservations may be limited) _____
Reservation start time: _____ (All reservations must be start 15 minutes after the library opens)
Reservation end time: _____ (All reservations must conclude 15 minutes before the library closes)
Does your organization require any special accommodations? If yes, please list below:

- I agree that I have read the *Aurora Town Public Library Rules of Conduct* and the terms of the *Reserving Library Tables 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 tables or loss of library property arising from use of the tables 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: _____