

**Meeting Room Policy**  
**Cheektowaga Public Libraries (CPL)**  
**Anna Reinstein Memorial Library**  
**Julia Boyer Reinstein Library**

**I. STATEMENT OF POLICY**

The Cheektowaga Public Libraries (CPL) provides meeting space for public use at both Library locations.

<p><b>Anna M. Reinstein Memorial Library</b>                  2580 Harlem Road                  Cheektowaga, NY 14225                  716-892-8089</p> <p>Main Program Room seating 70                  Tutoring Room seating 10</p>	<p><b>Julia Boyer Reinstein Library</b>                  1030 Losson Road                  Cheektowaga, NY 14227                  716-668-4991</p> <p>Main Program Room seating 100                  Board Room seating 12</p>
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**II. USE OF MEETING ROOM**

**A. Availability**

1. Use of meeting rooms in CPL system is primarily for programs conducted or sponsored by CPL. Secondly, for programs by established non-profits, recognized institutions, groups and associations with educational, cultural or civic purposes.
2. Meeting rooms can be reserved for use during regular open library hours.
3. Reservations may be limited in frequency to ensure fairness to the numerous community organizations requesting space.

**B. Priority of Use**

The meeting room is provided based on the following priority of use:

1. For programs and activities conducted or sponsored by the CPL.
2. For non-profit organizations and recognized institutions engaged in educational, cultural, intellectual, social, community or charitable activities of interest and/or benefit to the community.

**C. Requirements for Use of Library Meeting Rooms**

All organizations using the library must:

1. Read and agree to adhere to the CPL's *Rules of Conduct*.
2. Complete and submit the CPL's *Meeting Room Application*.
3. Secure any necessary performance licenses and indemnify the CPL for any failure on the renting organization's part to do so.
4. Accept liability for personal injury, damage to library facilities, and/or loss of library property arising from use of the meeting room by the renting organization, and hold harmless the CPL for

any and all liability which arises out of the use of the meeting room. The CPL 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.
6. Refrain from cooking or serving food or beverages. No alcohol is permitted. Burning or lighting of any materials, including incense and candles is prohibited. Any deviation from this rule must be approved in advance by the CPL Director or designee. The decision to approve a requested variation is within the sole discretion of the CPL Director or designee.
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 room is in use. That person shall be responsible for managing orderly behavior of all attendees and for protection of CPL 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 in a timely manner may result in the loss of meeting room privileges.
9. Notify the library's designated contact person beforehand of any plans to record, broadcast or televise the meeting or any portion of the meeting, including on social media.
10. Adhere to maximum occupancy of meeting room and inform attendees of the location of fire exits and fire exit paths.
11. Use of meeting room is not transferable 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 CPL does not discriminate on the basis of accessibility need in any of its programs and services.
13. Refrain from posting flyers, notices, posters or other materials in the library. The library will post provided materials if they fall within the CPL's *Bulletin Board Policy*.

#### **D. General Guidelines and Reservation of Rights**

1. Meeting room use by the CPL takes precedence over use by outside groups. The CPL reserves the right to pre-empt the use of room for CPL purposes upon 60 days' notice to the organization requesting that space.
2. CPL personnel must have free access to the meeting room at all times. The CPL 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 CPL policies will be halted immediately and future use may be denied.
3. The CPL reserves the right to close due to adverse weather conditions or emergencies and will attempt to notify the organization's contact person.
4. The CPL shall not assume responsibility for the security of items brought into meetings.
5. The CPL will not provide storage of materials or equipment for an organization or group, CPL personnel are not in a position to assist organizations with their event.
6. Except as a designation of location, the name of the CPL may not be used in any publicity relating to use of the meeting room unless preapproved by the library designee.
7. Permission to use the CPL meeting room does not constitute an endorsement by the CPL of a program, point of views expressed, or an endorsement/opposition to religious beliefs.

## **E. Organization or Function Specific Guidelines**

### **1. Non-profit organizations:**

- a) Meetings must be free and open to the public
- b) Meeting rooms may not be used for events involving the sale, advertising, solicitation or promotion of commercial products/services or memberships unless specific approval has been obtained in advance from the Library Director or their designee. A sponsor of a meeting or program may request a fee from participants only to the extent that such fee covers the cost of materials furnished to participants. Such charges should not be construed as an admission fee.

### **2. Political functions:**

The intent of the CPL's Meeting Room 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. CPL spaces are "limited public fora". The CPL prohibits the use of its meeting room 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. Use of the CPL meeting room at which candidates will discuss current ballot or election issues are permitted provided they are:

- a) Hosted by a non-partisan, non-profit organization (e.g. League of Women Voters), which is approved as such by the CPL.
- b) All candidates for the same office (or, in the case of a referendum, representatives of opposing views) have been invited to participate.

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.

Original Meeting Room Policy adopted June 18, 1998.

Amended by the Cheektowaga Public Library Board of Trustees at a public meeting on August 12, 2021

Reviewed and Amended by the Cheektowaga Public Library Board of Trustees March 20, 2024

Cheektowaga Public Library

Meeting Room Application

Please READ & KEEP  
The room use policy.

PLEASE COMPLETE ALL SECTIONS BELOW

Organization Information

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

\_\_\_\_\_

Applicant Information

Name & Title of Applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

eMail Address: \_\_\_\_\_

Meeting Information

Dates(s) Requested: \_\_\_\_\_

Day(s) of the Week: \_\_\_\_\_

Times - From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

\_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Does your organization require any special accommodations? \_\_\_\_\_

If YES, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read and understand the "Rules for Meeting Room Use", and agree to abide by them.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization: \_\_\_\_\_