

# TOWN OF TONAWANDA PUBLIC LIBRARY MEETING ROOM POLICY

## Purpose of the Meeting Room

The meeting rooms at the Town of Tonawanda Public Library are intended for programs and activities conducted or sponsored by the Library. Secondly, the meeting rooms serve as a host location for community informational services and for programs or meetings for organizations engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community. 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.

Programs planned by the Library take precedence over meetings of outside groups. The Library reserves the right to preempt the use of meeting space for Library purposes upon two (2) weeks notice to the person or organization requesting that space.

Permission to use the Library does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the meeting room.

Policy for Meetings at the Town of Tonawanda Public Library is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Appeals to the policy may be submitted to the Board of Trustees in writing.

## Reserving the Meeting Room

Formal Application for the use of the Library as a meeting place shall be 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.

No reservation is final until a fully completed and signed application is on file. Any change of meeting dates must be approved by the Library Director or a designated member of the staff and the Library must be given advance notice of any cancellations or any changes in set up or other requirements.

In fairness to the numerous groups in the community requesting use of the Library's meeting space, reservations may be limited in frequency and are taken only 3 months in advance (90 calendar days prior to the proposed meeting date). Meeting space is reserved on a first come first serve basis.

## Meeting Room Rules of Use

1. All meetings must be open to the public. No admission fee, other costs or required donation shall be charged to attendees prior to or during the meeting.
2. **No products, services, or memberships may be advertised, solicited, or sold.** At the discretion of the Library Director, fundraising to benefit the Library, and the sale of books and other items by authors or artists, Friends of the Library or other Library-related groups, will be permissible at Library sponsored programs.
3. The Library is available for use only during the Library's normal hours of operation. Programs should be planned so that meeting space will be vacated 15 minutes before closing time.
4. The applicant must check in and out with a staff member.
5. Meetings must be conducted in such a way as not to 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 *Town of Tonawanda Public Library's Rules of Conduct*, copies of which are available upon request.
6. Smoking and alcoholic beverages are not permitted. No refreshments may be served without the approval of the Library Director or a designated member of the staff.

7. Meeting rooms must be left in an orderly, clean condition. Tables and chairs must be returned to the positions in which they were found.
8. No games of chance may be played.
9. No audio visual equipment will be provided by the Library.
10. The Library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to the applicant or attendees of the meeting. Library personnel will not move or rearrange heavy equipment.
11. The applicant shall be liable for damage to Library facilities and/or loss of Library property.
12. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization and contact information. Neither the name nor the address of the Library may be used as the official address or headquarters of the Sponsor. The location of the Library may be publicized, but the Library telephone number may not be placed on any publicity materials, as the Library is not a source of information concerning the event. Deliveries to the Library are permitted only if approved in advance by the Library Director and a representative of the sponsoring organization is present to accept the delivery.
13. The following disclaimer must be included in all publicity materials: ***The views expressed are solely those of the author/speaker/presenter and do not necessarily reflect the views of, and should not be attributed to, the Town of Tonawanda Public Library.***
14. A copy of all publicity materials must be submitted to the Library together with the **Town of Tonawanda Public Library Meeting Room Application**. It is understood that deviation from the materials submitted with the Application could warrant the meeting to be canceled by Library personnel.
15. The Town of Tonawanda Public Library does not discriminate on the basis of disability in any of its programs and services, and organizations using the Library's meeting room are required to provide reasonable accommodations for persons 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 all areas of the Library at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with its regulations. Violation of any of the Library's rules shall be grounds for denial of future use of meeting space. If new information becomes available that any meeting is in conflict with the above regulations, permission to meet may be rescinded by the Library Director and the application returned to the person making the application.

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

**TOWN OF TONAWANDA PUBLIC LIBRARY  
MEETING ROOM APPLICATION**

(Please fill out and return to Library Director or a designated member of the staff)

**Organization Information**

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

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

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

**Contact Person Information**

Name & Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Best time to call \_\_\_\_\_

**Meeting Information**

Date Requested: \_\_\_\_\_ Day of Week \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

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

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

Special Needs: Tables \_\_\_\_ (number \_\_\_\_\_) Projector Screen \_\_\_\_\_

Other \_\_\_\_\_

A copy of all publicity materials that will be published or distributed in connection with the proposed use of the Meeting Room are attached and all of those materials contain the following disclaimer: ***The views expressed are solely those of the author/speaker/presenter and do not necessarily reflect the views of, and should not be attributed to, the Town of Tonawanda Public Library.***

I have read and understand the **Meeting Room Rules of Use** including the requirement that no products, services, or memberships may be advertised, solicited, or sold while using the Meeting Room. I have the authority and do hereby agree to all of the **Meeting Room Rules of Use** on behalf of the organization named above. I also agree to abide by the **Meeting Room Rules of Use** as the responsible party for this use.

\_\_\_\_\_  
NAME – PLEASE PRINT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

For:

\_\_\_\_\_  
ORGANIZATION