



Lancaster Public Library Meeting Room Policy

Library meeting rooms are intended for:

- 1) Activities conducted or sponsored by the Lancaster Public Library and Buffalo & Erie County Public Library;
- 2) Organizations engaged in educational, cultural, intellectual, or charitable activities of interest and/or benefit to the community.

I. Facility Use Policy:

- 1) All meetings must be open to the public;
- 2) No products, services, or memberships may be advertised, solicited, or sold. However, at the discretion of the library director the following will be allowed at library-sponsored programs:
 - a. Fund raising to the benefit of the library and/or sponsored by the Library Foundation, Friends of the Library, or other library-related groups;
 - b. The sale of books or other media items by other items by authors or artists as part of a library program.

II. Use of Facility Spaces – Availability

- 1) Facility spaces include the meeting room and other areas that may be available at the library;
- 2) Facility spaces can be reserved for use only during library hours of operation;
- 3) Facility spaces are available for use by both non-profit and for-profit organizations.

III. Priority of Use

- 1) In fairness to the numerous groups of the community, reservations may be limited in frequency and are taken not more than three (3) months in advance;
- 2) The library may charge fees for the use of its meeting room(s) for cleaning and/security.

IV. Requirements for Use of Library Facility Spaces

All organizations/groups/businesses using the library must:

- 1) Make all meetings, programs, etc. open to the public. No admission fee or other costs may be required;

- 2) Refrain from cooking, burning, or lighting materials of any kind and use of alcoholic beverages;
- 3) Conduct their meeting in such a way as not to disturb library operations;
- 4) Have a contact person who is an Erie county resident, is at least 18 years of age and who must be in attendance when the facility space is used;
- 5) Provide appropriate adult supervision for any group of minors;
- 6) Adhere to the maximum occupancy of facility space and inform attendees of the location of fire exits;
- 7) Not transfer use of the facility space to another organization;
- 8) Notify the library director two weeks in advance if the meeting is being canceled;
- 9) Be granted permission by appropriate library personnel for posting flyers;
- 10) Assume responsibility for participant accommodations (e.g., assistive listening devices, interpreters, etc.) and articles of compliance as required by the Americans with Disabilities Act.

V. Lancaster Public Library's Reservation of Rights

- 1) Lancaster Public Library personnel must have free access to facility spaces at all times;
- 2) The Lancaster Public Library retains the right to monitor all meetings. Meetings that are observed to be in violation of Lancaster Public Library policy will be terminated immediately and future use may be denied;
- 3) The Lancaster Public Library reserves the right to close due to any adverse conditions;
- 4) The Lancaster Public Library shall not assume responsibility for the security of items brought into meetings;
- 5) The Lancaster Public Library personnel will not provide storage of materials or equipment;
- 6) The Lancaster Public Library personnel will not assist organizations with their events;
- 7) Permission to use a facility space does not constitute an endorsement by the Lancaster Public Library of a program or point of view expressed.

VI. Political Functions

The intent of the Lancaster Public Library's 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 partisan political purposes.

Facility spaces are "limited public forums." The library prohibits the use of its facility spaces for actions or events organized by a political campaign committee or other groups that exist for the purpose of promoting, endorsing, or opposing either a candidate on a ballot or an election issue.

Meetings at which candidate will discuss current ballot or election issues are permitted provided they are:

- 1) Hosted by a non-partisan, non-profit organization which is approved as such by the library and satisfies all requirements of the library;
- 2) All candidates for the same office or those representing opposing sides are invited to participate.

Meetings held by elected officials to gather input or communicate with their constituents are permitted, except when such actions or events held by elected officials (or candidate for elected positions) are not permitted during the 30 days prior to any general, primary, or special election or any referendum.

Adopted: June 18, 1998

Revised and Adopted: October 18, 2007

Revised and Adopted August 17, 2017

LANCASTER PUBLIC LIBRARY MEETING ROOM RULES OF USE

1. Meeting rooms are available for use only during the Library's normal hours of operation.
2. Meetings must be conducted in such a way as to not 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 Library's Code of Conduct, copies of which are available upon request.
3. Smoking, including electronic cigarettes, and alcoholic beverages are not permitted. No cooking may be done nor served with the approval of library management.
4. Programs should be planned so that meeting space will be vacated 15 minutes before closing time.
5. Meeting rooms must be left in orderly, un-littered condition. Tables and chairs must be returned to the positions in which they were found.
6. No games of chance may be played.
7. The Library will provide no audio-visual equipment or operators.

8. The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests. Library personnel will not move or rearrange heavy equipment.
9. The applicant accepts liability for either damage to library facilities or loss of library property.
10. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The location of the Library may be publicized, but the Library telephone number may not be placed on publicity, as the Library is not a source of information concerning the event. Neither the name nor the address of the Library may be used as the official address or headquarters of an organization. No deliveries are to be made unless the sponsor is present to accept them.
11. The application assumes the responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act. The Library does not discriminate on the basis of disability in any of its programs and services, and organization using the Library's meetings rooms 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. The Library may be able to assist with some accommodations if requests are made at least five working days in advance of the meeting.
12. Library personnel must have free access to meeting rooms 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.