Buffalo & Erie County Public
LIBRARY

Newstead Public Library
33 Main Street ~ Akron, NY 14001
716-542-2327, www.buffalolib.org

MEETING ROOM POLICY

Library Meetings are intended

1. for activities conducted or sponsored by the Newstead Public Library, and
2. 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.

All meetings must be open to the public.

No admission fee, other costs or required donation shall be charged.

No products, services, or memberships may be advertised, solicited, or sold. However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs:

1. Fundraising to benefit the Library and/or sponsored by the Friends of the Library or other Library related groups.
2. The sale of books and other items by authors or artists as part of a Library program.

Permission to use a meeting room 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 meeting room.

MEETING ROOM APPLICATION INFORMATION

Formal application for the use of meeting room is made with library management. An individual responsible for the meeting must complete and sign an application form. Any cancellations or changes of meeting dates must be approved by library management.

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

In fairness to the numerous groups of the community, reservations may be limited in frequency and are not taken more than two (2) months in advance.

The Library may charge fees for cleaning and/or security.
Revised October 11, 2017