



Newstead Public Library  
33 Main Street ~ Akron, NY 14001

## **MEETING ROOM POLICY**

### **I. Statement of Policy**

Use of the meeting room in the Newstead Public Library is intended for activities conducted or sponsored by the Newstead Public Library, its partners and community organizations.

#### **Library Meetings are intended**

1. for activities conducted or sponsored by the Newstead Public Library, and
2. for non-profit organizations, groups or for-profit businesses engaged in educational, cultural, intellectual, social or charitable activities of interest and/or benefit to the community.
3. for-profit businesses and groups in need of meeting and/or training space

**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.

**Newstead Public Library**  
**33 Main Street ~ Akron, NY 14001**  
**MEETING ROOM RULES OF USE**

1. 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 Rules of Conduct, copies of which are available on request.
2. Smoking and alcoholic beverages are not permitted. No refreshments may be served without the approval of library management.
3. Meeting room must be left in orderly, uncluttered condition. Tables and chairs must be returned to the positions in which they were found.
4. No games of chance may be played.
5. 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.
6. The applicant accepts liability for personal injury, damage to library facilities, and /or loss of library property arising from using the meeting room, and hold harmless the Newstead Public Library for any and all liability which arises out of the use of the meeting room. The Library assumes no responsibility whatsoever for personal injury to or loss of property by an any member, affiliated person, guest, invitee, or licensee of the using organization group, its members, affiliated persons, guests, invitees, or licensees.
7. 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.
8. 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 Newstead Public Library.***
9. A copy of all publicity materials must be submitted to the Library together with the Newstead Public Library Meeting Room Application. It is understood that deviation from the materials submitted with the Application could warrant the meeting being cancelled by Library personnel.
10. The applicant assumes 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 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. The Library may be

able to assist with some accommodations if requests are made at least seven working days in advance of the meeting.

11. Library personnel must have free access to the meeting room at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with its regulations. Violations of any of the Library's rules shall be grounds for denial of future use of meeting space.
12. Notify the Library Director beforehand of any plans to record, broadcast, livestream or televise the meeting or any portion of the meeting, including on social media.
13. Phone is available for outgoing local calls only.
14. In case of emergency, when library is closed, call 911.

Revised July 12, 2023

