

ORCHARD PARK PUBLIC LIBRARY MEETING SPACE POLICY

Meetings at the Orchard Park Public Library are intended for activities conducted or sponsored by the Library, and secondarily, for organizations engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community. 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.

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 2 months in advance (60 calendar days prior to the proposed meeting date). Meeting space is reserved on a first come first serve basis.

The Library may charge fees at its discretion for costs incurred beyond normal operating costs.

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.

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.

Policy for Meetings at the Orchard Park 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.

RULES OF USE

- Application for the use of the Library as a meeting place shall be made with the Librarian In Charge. An individual responsible for the Meeting must complete and sign an application form. No reservation is final until a fully completed and signed application is on file. Any change of meeting dates must be approved by the Librarian In Charge and the Library must be given advance notice of any cancellations.
- 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.
- **No products, services, or memberships may be advertised, solicited, or sold.** Library premises may not be used to promote any specific agency. At the discretion of the Library Director, fund raising to benefit the Library, and the sale of books, CDs, DVDs and other items by authors or artists, Friends of the Library or other Library-related groups, will be permissible at Library sponsored programs.
- All registrations for meetings held in the community room shall be captured and maintained by library staff to ensure the security of attendees' personal information.
- 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
- Meetings must be conducted in such a way as not to disturb Library operations. The organization, group or person sponsoring the meeting ("Sponsor") is responsible for managing orderly behavior of all attendees. Adult supervision is required for any group of minors.
- Smoking and alcoholic beverages are not permitted. No refreshments may be served without the approval of the Librarian in Charge. The Library must be left in an orderly, uncluttered condition. Tables and chairs must be returned to the positions in which they were found. No games of chance may be played. No operators of audio visual equipment will be provided by the Library.
- The Library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to Sponsor or attendees of the meeting. Library personnel will not move or rearrange heavy equipment.
- The Sponsor shall be liable for damage to Library facilities and/or loss of Library property.

- Arrangements for accommodations for a specific program or activity which require an auxiliary aid or service for effective communication or program modifications to enable participation in any service or activity shall be the responsibility of the agency sponsoring the program or activity.
- **All publicity is the responsibility of the Sponsor and must clearly identify the Sponsor's name 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 by [advance notice is given to] the Director of the Library and a representative of the Sponsor is present to accept the delivery.**
- **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 Orchard Park Public Library.***
- **A copy of all publicity materials must be submitted to the Library together with the Orchard Park Meeting Space Application. It is understood that deviation from the materials submitted with the Application could warrant the meeting to be canceled by Library personnel.**
- The Sponsor 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 may be able to assist with some accommodations if requests are made at least five working days in advance of the meeting.
- 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.

These rules are determined by the Board of Trustees, and are subject to review and revision at the discretion of the Board. Appeals to any policy may be submitted to the Board of Trustees in writing.

**ORCHARD PARK PUBLIC LIBRARY
MEETING SPACE APPLICATION**

(Please fill out and return to Librarian in Charge)

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: _____

Event Start Time: _____ Event End Time: _____

**Setup Time: _____ **Teardown Time: _____

****Time it will take your organization to setup before the event and clean up after the event. All events must conclude 15 minutes prior to close.**

Event Title: _____

Event Description: _____

Expected Attendance: _____ (occupancy of meeting room may not exceed 49 persons)

Special Needs: Tables ____ (number ____) Lectern ____ DVD/Blu-Ray Player ____ Projector/Screen ____

Refrigeration ____ HDMI/AV Cables ____ Other _____

A copy of all publicity materials that will be published or distributed in connection with the proposed use of the Meeting Space are attached upon submission 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 Orchard Park Public Library.**

☐ I agree that I have read the Orchard Park Public Library's *Rules of Conduct* and *Meeting Space Policy* and agree, on behalf of the applying organization, to be bound by the terms of use set forth therein, including acceptance of liability for personal injury, damage to Library facilities, and/or loss of Library property arising from use of the facility space by the applicant. I agree to hold harmless the Orchard Park Public Library for any and all liability which arises out of the use of the facility space. I understand I do not have approval for use of the facility space until I receive a copy of this contract signed by the Library director or designee and, if required, my payment or deposit has been made.

☐ I agree that my organization and all attendees will follow all security, health, and safety policies required by the Orchard Park Public Library.

NAME – PLEASE PRINT

DATE

SIGNATURE

For: _____
ORGANIZATION