

Cattaraugus Free Library Meeting Room Guidelines and Policy

Purpose:

To establish a policy to govern use of the Cattaraugus Free Library's facilities by non-library organizations.

Statement of Policy:

It is the policy of the Cattaraugus Free Library that facilities will be made available for use by non-library organizations as herein provided. Use of the meeting room by non-library organizations will be authorized only when such use does not infringe upon, delay, or conflict with library purposes. The Meeting Room will not be available during periods of library closure and during periods when library resources are unavailable.

Restricted Use

The Cattaraugus Free Library will strictly enforce the prohibition of activities that conflict with Federal, State, and local laws and building regulations. The Library maintains a policy of non-discrimination with respect to race, religion, gender, national origin, political affiliation, marital status, disability, or sexual orientation in compliance with all Federal, State, and local laws. The Library reserves the right to refuse facility use for reasons as out lined above or for activities that conflict with library objectives.

Meeting Room Use and Application Procedure

Organizations requesting to use the facilities make a request to the Director, by calling 716-257-9500, emailing director@cattarauguslibrary.org, or stopping in.

The room may be reserved no more than 90 days in advance

Meeting rooms are available on a first-come, first-served basis

Meeting attendance may not exceed the room capacity

It is understood that library programming will have first priority in room use

There will be no charge for use of the meeting room

No admission may be charged by the group

Meeting Room will only be held 15 minutes past reservation time unless arrangements are made

Refreshments may be served and shall be provided by the group, but no alcoholic beverages or controlled substances can be brought into the Library

The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the

Library.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

The Library shall reserve the right to revoke the permission granted for use of the Meeting Room

When the Library must close due to an emergency, all efforts will be made to notify groups scheduled to use the meeting room

The Library reserves the right to deny use of the Meeting Room to groups or for purposes which do not qualify under the anti-discrimination laws of the United States of America and New York State

Notification of cancellation of an event must be given to the library not less than 24 hours prior to the event

Publicly advertised meetings or programs must be open to all

Meeting rooms are not available for private parties (e.g. Birthdays, reunions, showers)

Meetings must be held during regular library service hours

Meetings held in the Library meeting room must not disturb normal Library operations. The Library reserves the right to stop meetings that are disruptive to normal Library operations

No exhibits, maps, charts, posters, etc, may be hung on the walls without advance permission

Tobacco use is not permitted in any area of the library

No group or organization shall use the library as a mailing address

Any publicity, including brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and telephone number of the individual or organization sponsoring the meeting. The Library telephone number may not appear on the publicity.

The library may not be identified or implied as a sponsor. All Printed material advertising the meeting, including newspaper advertisement, must include the following disclaimer: "Use of library meeting space does not constitute endorsement of this organization, this program or its content by the Cattaraugus Free Library"

Adopted 6/10/2020