

MEETING ROOM POLICY

Lockport Public Library

The community meeting room of the Lockport Public Library is available without charge for use by **local not-for-profit groups** engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community.

Permission to use the meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Meeting room use shall not be publicized in such a way as to imply Library sponsorship. All publicity is the responsibility of the group, and must clearly identify the sponsoring organization.

Library programming is given priority, but outside groups will be scheduled on a first come-first served basis. **Groups may use the facility no more than once a month.** Each group will be expected to abide by the policy and rules of use as established by the Library, which they will receive when first submitting an application for such use. The Library reserves the right to withdraw approval for any group misusing the room or for failure to abide by the policy and rules listed below.

MEETING ROOM RULES OF USE

1. The meeting room is available for use from 7:30 a.m. Monday through Saturday through the library's normal hours of operation. Programs should be planned to include time for setup and cleanup. The meeting room must be vacated at closing time.
2. An application to use the meeting room must be filled out by a group contact person. Youth groups may use the room with adult supervision. The application is available at the 2nd floor circulation desk. When approved by the Library Director, the application will be kept on file for one year. A card will be issued and the barcode will be used in scheduling the room.
3. Providing an approved application is on file for the group, the room may be booked by phone (433-5935 x0) or at the circulation desk during library hours. Meetings should be booked at least one week in advance, and may be booked up to one year ahead of the scheduled meeting date. The Library reserves the right to cancel prior meeting room reservations with at least 48 hours notice, or with less notice in case of emergency.
4. No admission fee, other costs or required donations shall be charged.
5. No products, services, or memberships may be advertised, solicited, or sold either in the meeting room or in the hall at the entrance to the meeting room. However, at the discretion of the Library Director the following will be permissible at Library sponsored programs:
 - Fund raising to benefit the Library and/or sponsored by the Friends of the Lockport Public Library or other Library-related groups.
 - The sale of books, cassettes, and other items by authors or artists as part of a Library program.

6. Fund raising events are not permitted except for those sponsored by the Friends of the Lockport Public Library, Inc., or other organizations affiliated with the Library.
7. Serving of refreshments must be discussed with the Library and approved in advance. Refreshments and supplies are the responsibility of the organization. No smoking or alcoholic beverages are permitted.
8. The meeting room will be set up by library staff according to arrangements made when the reservation is placed.
9. The room must be left in clean, orderly condition. Tables and chairs must be returned to the positions in which they were found. Nothing may be attached to walls, doors, etc. Groups will be held responsible for any damages to Library premises or equipment, and for loss of Library property.
10. The Library is not liable for injuries to people or damage to property, individuals, or organizations using the meeting room.
11. The Library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to those using the room. Any food, beverages, or personal items left in the meeting room will be discarded.
12. The Library should be notified as soon as possible if a meeting scheduled for the room has been cancelled.
13. Library personnel must have free access to the meeting room at all times. The Library retains the right to ensure compliance with its regulations. Violations of any of the Library's rules shall be grounds for denial of future use of the meeting room.
14. The capacity of the meeting room is 65 persons and should not be exceeded.
15. Donations are encouraged and gratefully accepted.

Adopted by Board of Trustees October 28, 2004, revised March 26, 2007