



Lancaster Public Library Facility Use Policy

I. STATEMENT OF POLICY

Use of facility spaces in the Lancaster Public Library is intended for activities conducted or sponsored by the Lancaster Public Library (LPL), its partners and community organizations.

All meetings must be open to the public.

II. USE OF FACILITY SPACES

A. Availability

Facility spaces include: library meeting room, large table in the audiobook area, and other areas that may be available in the library.

Facility spaces can be reserved for use during regular library open hours.

Facility spaces are available for use by non-profit organizations. Facility spaces are not intended for personal or private event use.

Reservations may be limited in frequency to ensure fairness to the numerous community organizations and groups requesting space.

B. Priority of Use

Facility spaces are provided based on the following priority of use:

1. For programs and activities conducted or sponsored by the LPL; and
2. For non-profit organizations engaged in educational, cultural, intellectual, social, community or charitable activities of interest and/or benefit to the community.

C. Requirements for Use of Library Facility Spaces

All organizations and groups using the library must:

1. Read and agree to adhere to the LPL's *Rules of Conduct* and *this Facility Use Policy*;
2. Complete and submit the LPL's *Application for Facility Use*;
3. Secure any necessary performance other required licenses and indemnify the LPL for any failure on the renting organization's part to do so;
4. Accept liability for personal injury, damage to library facilities, and/or loss of library property arising from use of the facility space by the renting organization, and hold harmless the LPL for any and all liability which arises out of the use of the facility space. The LPL assumes no responsibility whatsoever for personal injury to or loss of property by any member, affiliated person, guest, invitee, or licensee of the using organization or group, its members, affiliated persons, guests, invitees, or licensees;
5. Make all meetings, programs, etc. open to the public;
6. Refrain from cooking or serving food or beverages of any kind. No alcohol is permitted. Burning or lighting of any materials, including incense and candles is prohibited. Any deviation from this rule must be approved in advance by the LPL Director or designee. The decision to approve a requested variation is within the sole discretion of the LPL Director or designee;
7. Conduct meetings in such a way as not to disturb library operations. Adult supervision is required for any group of minors. The organization's contact person must be 18 years of age or over and be in attendance when the room is in use. That person shall be responsible for managing orderly behavior of all attendees and for protection of LPL property in connection with the meeting;
8. Notify the library's designated contact person in the event the meeting is canceled. Failure to notify the library in a timely manner may result in the loss of facility use privileges;

9. Notify the library's designated contact person beforehand of any plans to record, broadcast or televise the meeting or any portion of the meeting, including on social media;
10. Adhere to maximum occupancy of facility space and inform attendees of the location of emergency exits and emergency evacuation paths;
11. Refrain from transferring use of facility space to another organization or group;
12. Assume responsibility for participant accommodations (e.g. assistive listening devices, interpreters, etc.) and specific articles of compliance as required by the Americans with Disabilities Act. The LPL does not discriminate on the basis of disability in any of its programs and services. The LPL may be able to assist with some accommodations if requests are made at least seven (7) working days in advance of use;
13. Refrain from posting flyers, notices, posters or other materials in the library. The library will post provided materials if they fall within the LPL's *Bulletin Board Policy*.

D. General Guidelines and Reservation of Rights

1. Facility use by the LPL takes precedence over use by outside groups. The LPL reserves the right to preempt the use of facility space for LPL purposes upon 60 days notice to the organization requesting that space.
2. LPL personnel must have free access to facility spaces at all times. The LPL retains the right to monitor all meetings conducted on the premises to ensure compliance with its regulations. Meetings that are observed to be in violation of LPL policies will be terminated immediately and future use may be denied.
3. The LPL reserves the right to close due to adverse weather conditions, emergencies or other unanticipated closures, such as for repairs or construction. The LPL will attempt to notify the organization's contact person.
4. The LPL shall not assume responsibility for the security of items brought into meetings. The LPL will not provide storage of materials or equipment for an organization or group.

5. LPL personnel are not in a position to assist organizations with their event.
6. Except as a designation of location, the name of the LPL may not be used in any publicity relating to use of facility spaces unless preapproved by the library designee.
7. Permission to use the LPL facility does not constitute an endorsement by the LPL of a program or point of view expressed.
8. Attendees must follow all health and safety protocols in place at the time of the event.
9. Room capacity is subject to change based on health and safety requirements.

E. Organization or Function Specific Guidelines

1. Non-profit organizations:

- a. Meeting must be free and open to the public.
- b. No admission fee, required donation or goodwill offering can be charged.
- c. No products, services, or memberships may be advertised, solicited, or sold.

2. Political functions:

The intent of the LPL's *Facility Use Policy* is to allow use of its facilities as a forum of public debate on public policy, while at the same time prohibiting use of its facilities for purely partisan political purposes.

LPL spaces are "limited public fora." The LPL prohibits the use of its facility spaces for actions or events organized by a political campaign committee or other group that exists for the purpose of promoting, endorsing or opposing a candidate or a ballot or election issue.

Use of the LPL facility at which candidates will discuss current ballot or election issues are permitted provided they are: (1) hosted by a non-partisan, non-profit organization (e.g. League of Women Voters), which is approved as such by the LPL, and (2) all candidates for the same office (or, in the case of a referendum, representatives of opposing views) have been invited to participate.

Meetings or events held by elected officials or candidates for elected positions during the 30 days prior to any general, primary or special election or any applicable referendum shall be presumed to be for purely partisan political purposes unless the applicant demonstrates otherwise.

III. LIBRARY CONTACT INFORMATION

Lancaster Public Library
5466 Broadway
Lancaster, NY 14086
716-683-1120

Original Meeting Room Policy adopted June 18, 1998.

Amended by the Lancaster Public Library Board of Trustees at a public meeting on August 12, 2021

Amended by the Lancaster Public Library Board of Trustees at a public meeting on September 12, 2024, now known as "Facility Use Policy".



LANCASTER PUBLIC LIBRARY
FACILITY USE APPLICATION - MEETING ROOM & TABLES

Please submit at least two weeks in advance.

Organization Name: _____

Organization Address: _____

Purpose of Organization: _____

Select one: Organization is: ___ Non-profit ___ For-Profit ___ Government Agency

Name & Title of Applicant: _____

Address: _____

Telephone: _____ Email: _____

Program Name: _____

Date requested (day, month, date, year): _____

Is this a recurring meeting? _____ (reservations may be limited)

Start time: _____ End Time: _____

Describe program in detail: _____

Expected attendance: _____

Does your organization require any special accommodations? If yes, please list:

Will you need tables and/or chairs? ___ How many? _____

I agree that I have read the Lancaster Public Library's Rules of Conduct and Facility Use 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 Lancaster Public Library for any and all liability which arises out of the use of the facility space.

I agree that my organization and all attendees will follow all health and safety policies required by the Lancaster Public Library.

NAME

DATE

SIGNATURE

Library Use Only

Application: (circle one) Approved or Rejected.

Staff Signature: _____ Date: _____