



## Facility Use Policy

*This policy is for application to the Marilla Free Library, a contracting member library of the Buffalo & Erie County Public Library.*

### I. STATEMENT OF POLICY

Use of the facility space in the Marilla Free Library is intended for activities conducted or sponsored by the Marilla Free Library, Buffalo & Erie County Public Library (B&ECPL), and its partners and community organizations.

All meetings must be open to the public.

### II. USE OF FACILITY SPACES

#### A. Availability

Facility space is designated as the meeting / community room.

Facility space can be reserved for use during regular open library hours. Programs should be planned so that meeting space will be vacated 10 minutes before closing time.

Facility spaces are available for use by Non-Profit organizations.

In fairness to numerous community organizations and groups that request meeting space, reservations may be limited in frequency. Meeting space is reserved on a first come first serve basis.

#### B. Priority of Use

Library facility space is provided based on the following priority use:

1. For programs and activities conducted or sponsored by the Marilla Free Library and/or B&ECPL
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 Space

All organizations / groups using the library must:

1. Read and agree to adhere to the Marilla Free Library *Rules of Conduct Policy*.

2. Complete and submit an *Application for Facility Use*.
3. Secure and provide proof of any performance, health or other required licenses or permits and, if required, proof of insurance in accordance with the Marilla Free Library and B&ECPL's insurance requirements;
4. Secure any necessary performance licenses and indemnify the Marilla Free Library, B&ECPL and Erie County for any failure on the renting organization's part to do so. Accept liability for personal injury, damage to library facilities, and/or loss of library property arising from use of the facility space by renting organization. Hold harmless the Marilla Free Library and B&ECPL for any and all liability, which arises out of the use of the facility space. The Marilla Free Library and B&ECPL 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 variation must be approved in advance by the Marilla Free Library Director or designee. The decision to approve a requested variation is within the sole discretion of the Marilla Free Library 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 facility space is in use. That person shall be responsible for managing orderly behavior of all attendees and for protection of Library property in connection with the meeting.
8. Notify the library in the event the meeting is cancelled. Failure to notify the library in a timely manner may result in the loss of facility use privileges.
9. Notify the library beforehand of any plans to record, broadcast, livestream 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 fire exits and fire exit 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 Marilla Free Library and B&ECPL do not discriminate on the basis of disability in any of its programs and services. The Marilla Free Library and B&ECPL 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 your materials if they fall within the Marilla Free Library's *Distribution Policy*, contact the Marilla Free Library with inquires at 716-652-7449.

D. Marilla Free Library Reservation of Rights

1. Facility use by the Marilla Free Library and B&ECPL takes precedence over use by outside groups. The Library reserves the right to pre-empt the use of facility space for Library purposes upon 60 days notice to the organization requesting that space.
2. The Marilla Free Library may charge fees for costs incurred beyond normal operating costs.
3. Marilla Free Library personnel must have free access to facility spaces at all times. The Marilla Free Library 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 Marilla Free Library policies will be terminated immediately and future use may be denied.
4. The Marilla Free Library reserves the right to close due to adverse weather conditions, emergencies or other unanticipated closures, such as for repairs or construction. The Marilla Free Library will attempt to notify the organization's contact person.
5. The Marilla Free Library shall not assume responsibility for the security of items brought into meetings. The Marilla Free Library will not provide storage of materials or equipment for an organization or group.
6. Marilla Free Library personnel are not in a position to assist organizations with their event.
7. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The Library location may be publicized as the location of the meeting, but the Library telephone number may not be included in 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 applicant is present to accept them.
8. Permission to use a facility space does not constitute an endorsement by the Marilla Free Library or B&ECPL of a program or point of view expressed.
9. Attendees must follow all health and safety protocols in place at the time of the event.
10. Room capacity is subject to change based on health and safety requirements.

## E. Organization of Function Specific Guidelines

### 1. Partnering organizations and Non-Profit organizations:

- a. Meeting must be free and open to the public.
- b. No admission fee, required donation or goodwill offering shall be charged to people attending a meeting.
- c. No products, services, or memberships may be advertised, solicited, or sold. At the discretion of the Library Director, fundraising to benefit the Library, and the sale of books, compact discs and other items by authors or artists, Friends of the Library or other Library-related groups, will be permissible at Library sponsored programs.

### 2. Political functions:

The intent of the Marilla Free Library Facility Use Policy is to allow use of its facilities for a forum of public debate on public policy, while at the same time prohibiting use of its facilities for partisan political purposes.

Marilla Free Library facility spaces are “limited public fora.” The Library 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.

Meetings at which candidates will discuss current ballot or election issues are permitted provided they are: (1) hosted by a nonpartisan, non-profit organization (i.e. League of Women Voters), which is approved as such by the Marilla Free Library and satisfies all requirements of the Library, 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 held by elected officials to gather input or communicate with their constituents are permitted, except that meetings, actions or events held by elected officials (or candidates for elected positions) are not permitted during the 30 days prior to any general, primary or special election or any referendum.

## III. LIBRARY CONTACT INFORMATION

All groups seeking use of the Marilla Free Library facility space should see the contact information below:

**Marilla Free Library**  
11637 Bullis Road  
Marilla, NY 14102  
Phone: 716-652-7449

Policy for Meetings at the Marilla Free 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.

Adopted March 15, 2017

Reviewed August 2020 - no changes

Amended October 15, 2024

Marilla Free Library  
11637 Bullis Road - Marilla, NY 14102  
716-652-7449 - [mar@buffalolib.org](mailto:mar@buffalolib.org)  
APPLICATION FOR FACILITY USE

### Organization Information

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

### Applicant Information

Name & Title of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Best time to Call \_\_\_\_\_

Email \_\_\_\_\_

### Meeting Information

Date Requested \_\_\_\_\_ Day of week \_\_\_\_\_

Time: from \_\_\_\_\_ to \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Purpose of meeting \_\_\_\_\_

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

\_\_\_\_\_

I have read the Marilla Free 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 either damage to library facilities or loss of library property arising from use of the facility space by the applicant. 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 / designee.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

**FOR OFFICE USE ONLY:** Application APPROVED / REJECTED (circle one) by: \_\_\_\_\_ Date: \_\_\_\_\_