

Meeting Rooms Policy

Meeting rooms are available when the Library is open. They are to be used for general information, educational, cultural and civic needs in accordance with the Library's mission and the American Library Association's "Library Bill of Rights" which states, "Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Permission to use a meeting room does not imply library endorsement of the views expressed, goals, policies, or activities of any group or organization. The content of programs held in the meeting rooms has not been reviewed or approved by the library, and the organization booking the room is solely responsible for such content.

Currently, the Library has one available room, the Steele Room, with a capacity of 35.

Scheduling:

- Sign up is free of charge.
- The calendar is kept in the library. Scheduling is made by library personnel.
Contact Barker Library @ 716-672-8051 during regular hours or email a request to info@barkerlibrary.org
- In person scheduling is also available at the library circulation area. A name and phone number of a contact person must be given and listed in the reservation calendar.
- A copy of the meeting room regulations will be made available to anyone scheduling a meeting

For-profit groups and party-type functions are asked to provide a suggested donation of at least \$50.00 for each use of the room. Donations may be made by cash or check made payable to Darwin R. Barker Library. With Library approval, educational entities may charge nominal material costs, but the public may not be denied entry to the meeting because of failure to pay. For-profit groups or organizations/individuals soliciting or selling products, services, or memberships are not eligible to use the Library meeting rooms for those purposes.

Library-sponsored programs and co-sponsored events, Library programming and Library educational events; meetings held by Library-related organizations; nonprofit groups or tutors offering one-on-one sessions will not be asked to provide a donation.

Meeting Room Regulations

1. All library visitors are expected to comply with the library's current Rules of Conduct.
2. Groups cannot use the library's name, address or telephone number as their official address or contact information.
3. Permission to use a meeting room does not constitute an endorsement by the Library of a program or point of view. Any advertisement, press release, media announcement, posters, or handouts about events in the Library's meeting rooms must state that the event is not a program of, nor sponsored by the Darwin R. Barker Library. The Library may ask to see such notices prior to the public release.
4. When making a booking, please include time for your group to set-up and also return the room to its standard arrangement. Any setting up of chairs or rearrangement of furniture and other equipment must be done by the users and then replaced to a standard arrangement when finished.
5. The Library is not able to guarantee that a particular time slot will continue to be available to any individual or organization on an ongoing basis.
6. The Library reserves the right to reschedule confirmed meeting room reservations to accommodate Library-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options.
7. The meeting room is booked in two-hour blocks. Requests for more than one two-hour block of time must be approved by the director in advance.
8. Children's and youth groups may use the facility, provided that they are adequately supervised by adult sponsors. Adults are defined as those eligible for adult borrower's cards.

9. The room must be vacated fifteen minutes before closing. Please clean up and deposit all trash in the large black trash can located in the staff kitchen area.

10. Failure to adhere to meeting room policies or regulations may result in revocation of meeting room privileges.

Revised 8/31/2023 – comprehensive revision

Adopted 10/18/2023