



**Policies Guiding the Use of Meeting Rooms**

- 1) A meeting room may be used by any group provided the following conditions are met:
  - a. No admission, donation or other fees are charged or collected.
  - b. No sales or other commercial transactions occur except for library and library related fundraisers.
  - c. No products, services, or memberships may be advertised, solicited or sold.
  - d. The meeting is open to the general public, news media, and library staff.
- 2) Meeting rooms may be reserved for meetings during regular library hours by responsible adult, age 18 years or older, on a first come, first served basis with library events having the highest priority
- 3) Meeting room reservations must be made no less than 7 business days in advance of the event.
- 4) For any meeting requiring equipment or furniture set up, 7 day business day notification and request is required.
- 5) Meeting rooms must be used during hours the library is open. They must be vacated at least 30 minutes before the library closes.
- 6) Meeting rooms must be left in orderly, uncluttered conditions.
- 7) Meetings may be booked up to 3 months in advance; no more than 2 meetings by the same group per month are allowed.
- 8) No food or drink may be served without prior approval of library management. Smoking and alcoholic beverages are prohibited. No open flames. Animals, unless for a library program, or licensed service animals, are prohibited.
- 9) The applicant agrees to pay for any and all damages to library property, including but not limited to walls, floors, grounds, equipment and furniture while applicant is using property.
- 10) Permission to use a meeting room does not constitute an endorsement by the library of a program or point of view expressed. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of meeting rooms.
- 11) Publicity must be approved by the Executive Director before it is circulated and must include the following statement, "The Niagara Falls Public Library does not endorse or advocate the views of any group using our Meeting Rooms". Failure to obtain prior approval will result in cancellation of reservation.
- 12) The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.). And specific articles of compliance as required by the Americans with Disabilities Act.
- 13) Meetings must be conducted in such a way as not to disturb library operations. The applicant is responsible for managing orderly behavior of all attendees. Adult supervision by persons 18 years of age or older is required for any group of minors. Applicants and program participants are expected to conform to the Library's Code of Conduct, copies of which are available on request.
- 14) Cancellation of booking must be made by the event organizer as soon as it is known that the event will not take place. Consistent "no shows" for bookings will result in denial of future booking. Consistent "no shows" constitutes 2 dates in a row.

Source: Policy Adopted by NFPL Board of Trustees 9-26-2002. Revised and Adopted by NFPL Board of Trustees 6-26-2012, Revised and Adopted by NFPL Board of Trustees 3-26-2014, Revised and Adopted by NFPL Board of Trustees 4.25.2018.



1425 Main Street  
 Niagara Falls, NY 14305  
 716-286-4881  
 Fax 716-286-4912  
 Email: [nfplspace@nioga.org](mailto:nfplspace@nioga.org)

**Application for Use of Meeting Rooms**

Name of Organization/Group: \_\_\_\_\_

Person Responsible for Meeting Reservation: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

**Room Reserved:**

- \_\_\_\_\_ Conference Room (capacity 30)
- \_\_\_\_\_ Meeting Room (capacity 30)
- \_\_\_\_\_ Auditorium (capacity 250)

**Special Needs:**

- \_\_\_\_\_ Lectern
- \_\_\_\_\_ Microphone
- \_\_\_\_\_ Tables
- \_\_\_\_\_ Chairs
- \_\_\_\_\_ Projection Screen
- \_\_\_\_\_ Projection Cart
- \_\_\_\_\_ Extension Cord
- \_\_\_\_\_ Power Strip
- \_\_\_\_\_ TV/VCR/DVD

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

Day of Week: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Actual Starting Time: \_\_\_\_\_

Will there be publicity for this meeting or event? \_\_\_\_\_

If yes, please provide a copy or link to any advertisement with the application, by fax or by email for approval by Executive Director before it is circulated, failure to do so may result in the cancellation of your reservation.

**By signing here, you agree that you have read and will adhere to the meeting room policy and guidelines on the reverse side of this application.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_