

Newstead Public Library
33 Main Street ~ Akron, NY 14001
MEETING ROOM RULES OF USE

1. Meetings must be conducted in such a way as to not disturb library operations. The applicant is responsible for managing orderly behavior of all attendees. Adult supervision is required for any group of minors. Applicants and program participants are expected to conform to the Library's Rules of Conduct, copies of which are available on request.
2. Smoking and alcoholic beverages are not permitted. No refreshments may be served without the approval of library management.
3. Meeting room must be left in orderly, uncluttered condition. Tables and chairs must be returned to the positions in which they were found.
4. No games of chance may be played.
5. The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests. Library personnel will not move or rearrange heavy equipment.
6. The applicant accepts liability for either damage to library facilities or loss of library property.
7. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The location of the Library may be publicized, but the Library telephone number may not be placed on 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 sponsor is present to accept them.
8. The following disclaimer must be included in all publicity materials: *The views expressed are solely those of the author/speaker/presenter and do not necessarily reflect the views of, and should not be attributed to, the Newstead Public Library.*
9. A copy of all publicity materials must be submitted to the Library together with the Newstead Public Library Meeting Room Application. It is understood that deviation from the materials submitted with the Application could warrant the meeting being cancelled by Library personnel.
10. 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. The Library does not discriminate on the basis of disability in any of its programs and services, and organizations using the Library's meeting room are required to provide reasonable accommodations for persons with disabilities (e.g. assistive listening devices, interpreters, etc., when and if possible) as required by the Americans with Disabilities Act. The Library may be able to assist with some accommodations if requests are made at least five working days in advance of the meeting.
11. Library personnel must have free access to the meeting room at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with its regulations. Violations of any of the Library's rules shall be grounds for denial of future use of meeting space.

12. Any special Library events will have precedence.

13. Phone is available for outgoing local calls only.

14. In case of emergency, when library is closed, call 911.

Revised October 11, 2017

