

Lewiston Public Library Policies

Regulations of Use of the Community Room

The Community Room of the Lewiston Public Library is available for public use upon application to organizations engaged in educational, cultural, intellectual, or civic activities.

- The room is not available for commercial purposes or personal gain.
- No products or services may be advertised, solicited, or sold.
- Exceptions to this policy may be made by the Library Director if it is decided to be in the best interest of the library or the community.
- The Community Room may not be used in any way that materially interferes with the operation of the library, or which threatens the safety of library property, patrons, or staff.
- The Library Community Room may not be used for any political campaign or event, in accordance with IRS guidelines: Restriction of political campaign intervention by Section 501(c)(3) tax-exempt organizations.

Reservations and Applications

Use of the Community Room for library purposes takes precedence over other uses. The library reserves the right to cancel advance reservations if the room is needed for a library event or meeting. The library will make the best effort to give at least 48 hours' notice of cancellation, or less notice in case of an emergency.

- Reservations must be made by written application submitted by a NIOGA Library System cardholder on a form provided by and available at the Library.
- Outside groups may be assigned time on a first-come, first-served basis.
- Meetings must be scheduled during library hours only.
- Reservations must be made at least two weeks in advance; only one evening a month can be reserved.
- Additional reservations can be made for three months in advance only after the applicant's last scheduled meeting has been held.
- Reservations for meetings in a series are exceptional and require the approval of the Library Director.

Open Access

All meetings must be free and open to the public. No admission fees may be charged. This regulation may be waived for library-sponsored events.

The Friends of the Lewiston Public Library may charge admission for programs held to benefit the Library. If there is a charge to enter a program during hours that the library is open, this activity may not restrict access to regular library services.

Permission for a group to meet at the library does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the Lewiston Public Library Board of Trustees.

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Regulations and Requirements

The applicant is expected to adhere to the stated purpose of the meeting and to conduct it accordingly.

- All notices for distribution within the library must have prior approval of the Library Director at least two weeks prior to the meeting date.
- Press releases and meeting notices must comply with the program description as listed on the application and must state sponsoring agency.
- The library is not responsible for publicity or press releases.
- Note that the group must be self-sufficient. Library staff are not available for assistance.
- Coffee and light refreshments may be provided by the applicant organization. The Library must be advised in advance.
- No alcoholic beverages may be served unless express, written permission is granted by the Library Board of Trustees and a permit is obtained through the NYS Liquor Authority, as required by law.
- There is no smoking in the Library.

All gatherings must be conducted in an orderly manner and care must be exercised so that the meeting room, corridors, and any auxiliary rooms are maintained and left in a neat, clean, and orderly fashion.

No gathering shall convene earlier than an established hour of Library staff being available.

All gatherings shall be concluded so that all persons attending will have left the building no later than 15 minutes prior to closing.

Public Inquiries

The application form includes permission to release the group contact person's name and phone number in the event of public inquiries. Except as a designation of location, the name of the Lewiston Public Library may not be used for any publicity.

Penalties and Appeals

Failure to comply with the meeting room regulations may result in denial of future use of a library meeting room, financial liability for damages, and/or immediate removal from the room. Any question of interpretation of eligibility for meeting room use will be referred to the Library Director. Appeals for exceptions to these policies must be made in writing to the President of the Lewiston Public Library Board of Trustees.

Equipment Use

Library equipment includes a digital projector, DVD player, and 82-inch screen. The library does not offer equipment for video, music, and computer presentations; however, there are power connections for the applicant's own equipment. Any special equipment brought for the

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occasion must be listed on the application and must be removed upon termination of the occasion. Wi-Fi is available in the meeting room.

Room Availability and Fees

While the meeting room is available at no charge during normal library hours, donations will be gratefully accepted. Groups may use the rooms only for the hours reserved in advance. All set-up and clean-up must be accomplished within the reserved time.

Room Descriptions

The Lewiston Public Library is wheelchair accessible. The meeting room is at street level. The Community Room seats 50 in auditorium style or chairs may be arranged flexibly to seat fewer people. This capacity must not be exceeded. A small kitchen with sink and refrigerator is available.

Approved by Lewiston Public Library Board of Trustees, January 27, 2007

Amended by Lewiston Public Library Board of Trustees, May 5, 2014

Amended by Lewiston Public Library Board of Trustees, April 13, 2026