

Arkport Public Library
Public Use of Library Space Policy

Purpose

The Arkport Public Library meeting space is available for use by community groups and organizations for informational, educational, or recreational meetings and programs in keeping with the mission of the library.

Guidelines

1. Meeting space will be made available during the library's regular hours of operation on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use.
2. Meetings are scheduled on a first-come, first-served basis.
3. Space may be used for:
 - a. Meetings that are open to the public
 - b. Public lectures, panel discussions, film and slide presentations, group discussions, workshops, and other similar functions
 - c. Organizations or individuals engaged in educational, cultural, intellectual, governmental, or charitable activities
4. Space may not be used for:
 - a. Any purpose that may interfere with the regular operation of the library
 - b. Programs involving the sale, advertising, solicitation, or promotion of commercial products or services
 - c. Personal, company, or family parties
5. No single group may have more than three (3) meetings reserved in advance. Exceptions are library-or library system-sponsored programs and those offered by the Arkport Village, Town of Hornellsville, or Steuben County, which receive priority scheduling.
6. No admission fee, registration fee, or donations may be sought from meeting attendees, except by local nonprofit educational, social service, or cultural organizations with the specific permission of the library director. This guideline is waived for library fund-raising activities and for fees associated with functions sponsored by the Arkport Village, Town of Hornellsville, or Steuben County.
7. No charge will be made by the library for the use of the space.
8. Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
9. Use of the library space does not imply endorsement by the library staff or trustees of the viewpoints represented.

Adopted by the Arkport Public Library on 04/10/2025