

Purpose

Library facilities contribute to neighborhood vitality and play an essential role in meeting the community's informational, educational and recreational needs. In fulfilling this role, the library will make meeting rooms within its branch library facilities available for public use.

Available Facilities

Eight branch libraries with a meeting room space may be booked for use under this policy. Those locations are:

- (Arnett
- Charlotte
- Lincoln
- Lyell
- Maplewood
- Sully
- Wheatley
- Winton

Policy

The meeting rooms of the Rochester Public Library's branch libraries are provided as a public service for use by organizations and groups when not being used for library affiliated or sponsored activities. Permission to use the meeting room neither constitutes nor implies a statement of support or endorsement by the Library or the Board of Trustees for the organization or for the content of the meeting. Meetings and events will be allowed to take place in the library meeting spaces only under the following conditions:

- Library sponsored events will be given priority in use of meeting rooms.
- The event must be contained completely within the meeting room, with attendance not exceeding the posted seating capacity, and be free and open to the general public.
- The event will not be promoted by or within the library unless the library has agreed to co-sponsor the event or activity. Any publicity (flyers, brochures or media) must carry the name and phone number of the group responsible for the event or activity.
- All groups or organizations must submit an Application for Use of Space form in advance.
- A fee for use of branch library meeting spaces, as established by the Rochester Public Library Board of Trustees, shall be paid by for-profit organizations in advance and submitted with the application form.
- The sponsoring organization will be held responsible for any and all damages caused to the premises beyond normal wear and tear.
- Rooms may be used for entertainment purposes such as birthday parties, baby showers, and other occasions.
- Rooms may not be used for fund-raising.
- Rooms may not be used as a location to conduct regular business operations.
- The room may not be used for sales of products or services.
- At least one adult (18 years or older) must be present at all times.
- The Library reserves the right to cancel existing reservations and to refuse future reservations to groups that fail to abide by these regulations, including booking a room and not showing up, or if the space is needed for library purposes.

Procedure

Meeting Room Booking Guidelines

- Meeting rooms may not be reserved more than 90 days in advance. Facilities will be booked on a first-come, first-served basis. An application form must be completed by the organization sponsoring the event and approved by the library.
- Branch libraries are unable to provide any room set-up services. Meeting rooms should be left in the same condition as they were in prior to the event. No smoking is permitted. Refreshments are allowed only in the meeting room. The branch is unable to provide any assistance with refreshments. Alcohol may not be served in any branch library. All decorations, displays, floral arrangements, equipment, advertising and promotional materials for the event are subject to the branch library's advance approval.
- The sponsoring organization shall specify the hours of the event on the application form. The meeting rooms may be utilized only during the hours the library is open to the public and rooms must be vacated at least 15 minutes prior to closing. The library reserves the right to establish special parking restrictions for any events or meetings that may inhibit use of the library's parking facility by patrons.

Fees

- Non-profit groups/organizations and patrons from the neighborhood may use meeting rooms for free. Patrons must present a valid library card in order to reserve the space and must use it only for approved events. Organizations and groups may be required to document non-profit status through organizational documents.
- The Library Board shall establish fees for booking branch library meeting rooms for for-profit organizations. Effective January 1st, 2015 the fee for booking a meeting room for a three-hour block of time will be \$30.
- Friends of RPL and City of Rochester are exempt from fees.
- Fees may be waived for programs that are co-sponsored by the library or at the discretion of the RPL Assistant Director of Branches or RPL Director.

Reservation Information

- Full payment is due at the time the application form is submitted to the library. Payment and application must be submitted at least 2 weeks prior to the event. Checks should be made payable to the Rochester Public Library, 115 South Avenue, Rochester, NY 14604. The room will not be held or reserved until the application and payment are submitted.

Refund/Cancellation Policy

- If the reservation is cancelled up to 2 weeks prior to the event, 75% of the rental fee will be refunded. No money will be refunded for cancellations that are less than 2 weeks prior to the event. If the library has to cancel the event due to inclement weather or other unavoidable situation, 100% of the fee will be refunded.

Indemnification and Damages

All Users and persons attending User sponsored events using library facilities take the premises “as is” and assume all risks of loss, damage, or injury, including death or property damage, resulting from use by the User of the library facilities and services. Library “facilities” and “premises” include not only meeting rooms but the entire building, parking lot and grounds.

The Library assumes no liability whatsoever for any property placed by the User or any person attending a User-sponsored event in or about library buildings or properties. The User agrees that all persons on library premises because of the User’s event are under direct and complete control of the User. As such, the User is liable for all damages resulting from a participant’s use of the library’s facilities and services. The User shall reimburse the Library for all damages (beyond normal wear and tear) to its facilities or equipment resulting from the use of the same.



Application for Use of Meeting Space - Branch Libraries

Library Name:		Today's Date:
Date Requested:	Event Start Time:	Event End Time:
Set Up & Take Down Time: (Please note that the room must be cleaned up and vacated no later than 15 minutes prior to closing.)		
Contact Person:		
Group/Organization:		
<input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit		
Mailing Address:		
City:	State:	Zip Code:
Phone Number:	Alternate Phone:	Fax:
Email:		
Expected Attendance:		
Open to the Public? <input type="checkbox"/> Y <input type="checkbox"/> N		
Describe the activity, event or meeting:		
Serving refreshments? <input type="checkbox"/> Y <input type="checkbox"/> N		
Please Note:		
<ul style="list-style-type: none"> • The library cannot assist with refreshments, and no alcohol may be served or consumed on the premises. • Groups must return the room to its original condition. Groups will be billed for any extra clean up or damage that occurs during the event. • The library will not consider future requests for use of space by groups that do not comply with the policy. 		

Submit this completed form to the Branch Library where you wish to reserve space.

I, the undersigned, acting as the responsible representative of the organization listed in this application, have read the Rochester Public Library’s “Meeting Rooms-Branch Libraries” policy and agree to use the space in accordance with the rules and conditions stated in the policy.

 Signature of Applicant

 Date

For Library Use Only:	
Date Application Received:	Fee Received: (No fee for non-profits; \$30 for-profits)
Non-Profit Documentation Verified? <input type="checkbox"/> Y <input type="checkbox"/> N	
Staff Member Receiving Application & Fee:	
Reservation Entered on Calendar: <input type="checkbox"/> Y <input type="checkbox"/> N	