

Meeting Room Policy and Procedure – Central Library

The Rochester Public Library strives to provide our community with access to a rich and diverse variety of information resources. The library facilities fill an essential role in serving as a meeting place which brings together different segments of the community. The Meeting Room Policy of the Central Library of Rochester and Monroe County is intended to encourage full use of its facilities and resources to meet the community's informational, educational and recreational needs.

ACCESS TO FACILITIES

The meeting rooms of the Rochester Public Library's Central Library are provided as a public service for use by individuals, institutions, groups, organizations and corporations when not being used for library affiliated or sponsored activities. Events and activities must be contained completely within the space being rented. The event will not be promoted by or within the library unless the library has agreed to co-sponsor the event or activity. A schedule of fees for use of library meeting spaces is established by the Board and updated periodically. The current fee schedule is listed below (page 2).

Library staff and groups associated with the library will be given priority in reserving space in the Rundel Memorial Building and the Bausch & Lomb Public Library Building.

AVAILABLE FACILITIES, FEES AND CHARGES

The following areas are available on a first-come, first served, free-of-charge basis:

1. **Quiet Study Areas** - Two on 3rd Floor, one on 4th Floor - Bausch & Lomb Public Library Building (no reservations)
2. **Literature Small Meeting Room** - 1st Floor, Rundel Memorial Building (no reservations, ask at the Literature Reference Desk to check availability and to be let into the room.)

Fees will be charged for use of the following (see attached Fee Schedule):

1. **Kate Gleason Auditorium** – 1st Floor, Bausch & Lomb Public Library Building
2. **Dorris Carlson Reading Garden** – Bausch & Lomb Public Library Building – available for events during non-public service hours.
3. **Central Atrium** – 1st Floor, Bausch & Lomb Public Library Building – available for events during non-public service hours.
4. **Rundel Auditorium** – 3rd Floor, Rundel Memorial Building

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 two weeks prior to the event. Anyone renting space in the library will be held responsible for any and all damages caused to the premises beyond normal wear and tear. Checks should be made payable to the Rochester Public Library, 115 South Avenue, Rochester, NY 14604.

If the application and payment are not received within ten (10) days after it is requested, the room will not be held.

Refund /Cancellation Policy

If the reservation is cancelled up to two weeks prior to the event, 75% of the rental fee will be refunded. No money will be refunded for cancellations that are less than two 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.

Central Library Meeting Room Fees

1. **Kate Gleason Auditorium**
 - a. During regular library service hours: \$50 per hour, with a minimum charge of \$100.
 - b. During non-public service hours: a minimum charge of \$600 for the first four hours and \$150 per hour after that.
2. **Dorris Carlson Reading Garden** - Only available during non-public service hours. A minimum charge of \$600 for the first four hours and \$150 per hour after that.
3. **Central Atrium** - Only available during non-public service hours. A minimum charge of \$600 for the first four hours and \$150 per hour after that.
4. **Rundel Auditorium** (3rd floor Rundel Building)
 - a. During regular library service hours: \$50 per hour, with a minimum charge of \$100.
 - b. During non-public service hours, a minimum charge of \$600 for the first four hours and \$150 per hour after that.

Special notes:

1. If two meeting spaces are rented together: the second space will be available at 50% discount (i.e. Kate Gleason Auditorium + Dorris Carlson Reading Garden together: \$900 - first four hours; \$225 each additional hour; Kate Gleason Auditorium + Dorris Carlson Reading Garden + Central Atrium together: \$1,200 first four hours; \$300 each additional hour).
2. The Kate Gleason and Rundel Auditoriums come equipped with the following at no additional cost: Stage, podium, audio system, hearing loop, tables and chairs.

The following items may be rented for a fee of \$25 each: Audio cassette player, LCD projector, screen, laptop, Internet connection, extension cord, television, DVD player, transparency overhead projector, and an easel for a flip chart (no paper).

The podium has a microphone, but the following microphones may also be rented: Wireless lapel, hand-held, and table.

Additional equipment may be rented through a designated AV service supplier.

3. RPL and MCLS employees and trustees are eligible to receive a 50% discount on the room rental fee only.
4. The Friends & Foundation of the Rochester Public Library, the City of Rochester, and the County of Monroe are exempt from fees. The program must be sponsored by, and a member of that organization must be present for the program.
5. Fees may be waived for programs that are co-sponsored by the library, including events when the library is closed.

EVENT REQUIREMENTS

Facilities will be booked on a first-come, first-served basis. Events held during regular library hours may not interfere with normal library activities. A tentative hold will be placed on a room on a first come-first serve basis, and will be considered confirmed when a completed application form and full payment are received by the Meeting Room Coordinator.

An application form and full payment must be received 2 weeks prior to the event and be approved by the library.

No smoking is permitted.

No fireworks are permitted.

Refreshments are allowed only in specifically designated areas. Clients may choose any caterer they wish for their event, but are required to provide the name of the catering company to the Meeting Room Coordinator in advance. Caterers working an event at the Central Library for the first time must contact the Meeting Room Coordinator in advance to coordinate the arrangements and provide any needed documentation. Caterer must confirm two business days prior to the event the parking and unloading arrangements.

Alcohol may be served at events only under the following conditions:

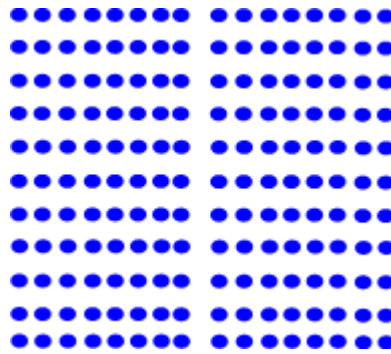
1. The event must be invitation only and closed to the general public.
2. If taking place during regular library service hours, the event must be completely contained within the Kate Gleason Auditorium.
3. The individual, institution, group, organization or corporation sponsoring the event must provide to the library at least 10 business days prior to the event the following assurances:
 - a. A valid liquor license held by the person/organization serving liquor at the event.
 - b. Proof of insurance covering liquor liability, general liability and workman's compensation.

All decorations, displays, floral arrangements, equipment, advertising and promotional materials for the event are subject to the library's advance approval.

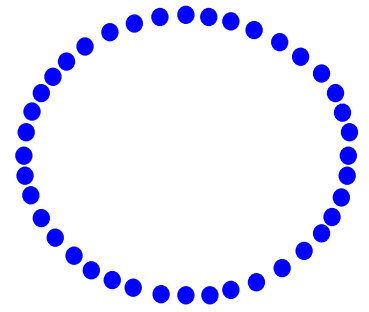
Events held before or after regular library hours will be required to have regular library security and maintenance personnel on duty. The application form shall specify the hours of the event. Those who exceed these hours will be required to pay for the additional time.

Policy revisions by the Rochester Board of Trustees on September 28, 2000
Administrative procedural revisions, June 2003
Revised by the RPL Board of Trustees, May 27, 2009
Administrative procedural revisions, August 2016

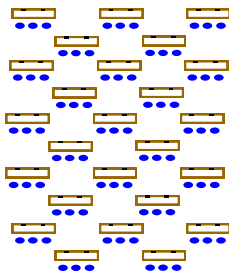
These are the maximum numbers that the Kate Gleason Auditorium can be set up for in each style. The Rundel Auditorium is slightly smaller.



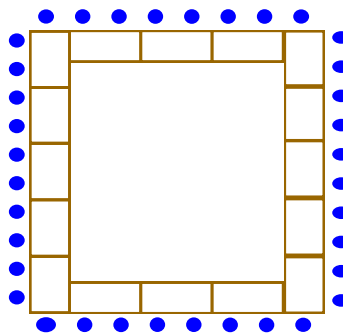
Auditorium style
Rundel = 120 max
KGA - 175 max



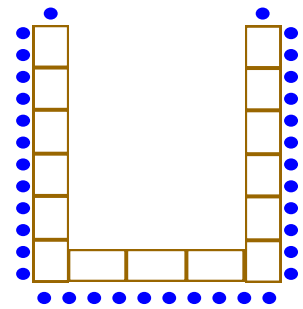
Circle for 40



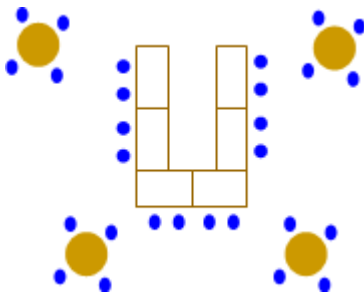
Classroom for 75



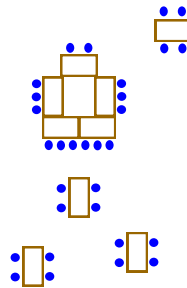
Conference, Square for 36



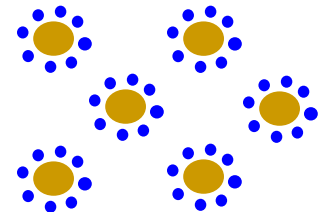
Conference, U-shape for 36



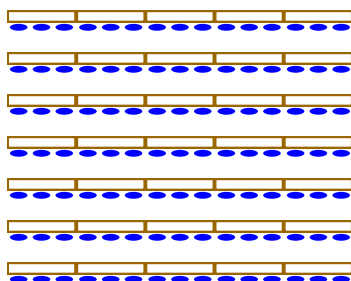
Conference, U-Shape for 12
With break-out tables



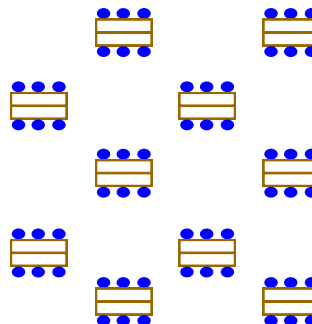
Executive Networking for 14



Reception style for 48
We have 6 round 5' tables
8 max/table
You must provide your own
tablecloths



Seminar Style for 105



Reception Style for 60
Long rectangular tables



**Central Library
of Rochester
& Monroe County**
www.libraryweb.org

Central Library of Rochester & Monroe County
115 South Avenue, Rochester, NY 14604-1896
585-428-8304 ♦ (F) 585-428-8308
Central.Reservations@libraryweb.org
Meeting Room Coordinator

Application for Use of Space for Business Meetings and Activities

Today's Date: _____

Date Requested: _____ Start Time: _____ End Time: _____

Contact Person Name: _____ Company, Organization, Group: _____

Mailing Address: _____

Street _____ City _____ State _____ Zip _____
Telephone Number: (Days) _____ (Evenings) _____ (Cell) _____ Fax: _____

E-mail address: _____

Name of Event/Meeting: _____

Is the meeting open to the public? Yes No

Room Requesting: Kate Gleason Auditorium Rundel Auditorium Other: _____

Audio Visual equipment Needed (please check ALL that are requested)

These are provided at no additional charge:

- Podium (on stage)
- Podium Microphone/Sound System
- Hearing Loop

There is a \$25 charge for each item below:

- Audio Cassette Player
- Computer Presentation
 - Laptop LCD Projector Internet Connection Screen
- Extension Cord
- Flip Chart (no paper)
- Microphones
 - Hand-held microphone Table microphone Wireless Lapel Microphone
- Television
- Video Player DVD Screen

Please write the number of attendees in the space provided next to the room set-up you wish to use.

_____ Auditorium (175 max) _____ Circle (40 max) _____ Classroom (75 max) _____ Conference Square (36 max)
 _____ Conference U (36 max) _____ Reception, Round (48 max) _____ Executive _____ max)
 _____ Seminar (105 max) _____ Reception, Rectangular (60 max) max) _____ Conference U with break-out tables (12 max)

The library does not provide refreshments. Arrangements for catering are the responsibility of the client and must be in accordance with the library's Meeting Room Policy.

Caterer's Name: _____ Caterer's arrival time: _____ Telephone Number: _____

I, the undersigned, acting as the responsible representative of the above organization, have read the Rochester Public Library's Meeting Room Policy statement and agree to use the space in accordance with the rules and conditions outlined by the library.

Signature of applicant

Amount submitted with application

Date