OVERVIEW

With changes in Master Space Plan projects at Central, and future improvements to branch libraries, it is necessary to update fees, policies and procedures with respect to meeting room reservations by staff and public.

Proposal

- RPL Board approves new fee structure for room reservations
- RPL acquires LibCal for room reservations (both internal and public-facing portal)
- RPL/LAS create meeting room information web page with LibCal integrated at roccitylibrary.org
  - Online credit card integrated with Authorize.net
- Communications/Finance review and update procedures for rooms
- Management reviews procedure change recommendations and proposal to FFRPL for furnishings upgrades for several locations (chairs KGA; tables & chairs B-Hive; tables Wheatley, Lyell, Charlotte) for ease of movement
- Phase II - Private Events, Rate and Policy/Procedure TBD

General Policy parameters to share with Board regarding fees:

- All Library rooms outlined below will have no charge if the reserving party is providing a public program during rental period that can be promoted by the Rochester Public Library. Approximate attendance will be requested at time of reservation. Considered “partner program”.
- City and County departments continue to have reservation requests at no fee
- Neighborhood Associations continue to use meeting rooms at no fee at discretion of supervisor
- Requests for fee waiver or use outside future policy requirements at discretion of Library Dlrector

Auditoriums: Kate Gleason, Kusler-Cox*

Reservations established/maintained by LibCal and www.roccitylibrary.org
Communications maintains administrative access

Non-profit rate, $50/hour, minimum two (2) hours

For-profit rate, $100/hour, minimum two (2) hours

*Kusler-Cox can be separated in two rooms; rate reverts to 50% of full rate if booked separately

Classrooms: Technology Center (coming 2019), ImagineYOU*

Reservations established/maintained by LibCal and www.roccitylibrary.org
Divisions provided with administrative access

Flat rate, $75/hour, minimum two (2) hours

* hours limited to outside Teen Central operations (current 10am-2pm), reduced equipment capacity
**Meeting Rooms:** Rundel Arts Room, B-Hive, Fishbowl (coming 2019 after Tech Center with better name), Wheatley Community, Arnett Branch, Lyell Branch, Charlotte Branch

Reservations established/maintained by LibCal and [www.roccitylibrary.org](http://www.roccitylibrary.org)

Divisions/branches provided with administrative access

Non-profit rate, first two (2) hours free; additional hours $25/hour

For-profit rate, $50/hour

**Conference Rooms:** Central Literature, Technology Center (two), Lincoln Branch, Maplewood Community, Winton Branch

Reservations established by Branch or Division; no fee

First come, first served

Two (2) hour maximum at discretion of Division or Branch

No rooms available for reservation: Monroe Branch, Douglass Community, Sully Branch

Rundel 2nd floor room no longer used for public reservations as of Oct 1st

**DISCUSSION FOR MGM**

- Fees based on current costs and peer library assessment by Communications – fair?
- Discussion on Branch room fee and rationale/approach
- Assuming Rundel Board Room remains off calendar and maintained by Director’s Office
- Discussion on ImagineYOU as available room
- Discussion on assumptions for amenities – table/chair set ups, A/V
  - Proposals discussed with Communications
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.

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 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
5. Harold Hacker Central Hall—available for events during non-public service hours.

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. 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 10 days after it is requested, the room will not be held.
**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.

**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.

5. **Harold Hacker Central Hall** – Only available during non-public service hours. See separate list of fees.

**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, VHS video player, 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 of the Rochester Public Library, the Rundel Library Foundation, the City of Rochester, the County of Monroe, and the Rochester Historical Society 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
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 for 175
Circle for 40
Classroom for 75
Conference, Square for 52
Conference, U-shape for 41
Conference, U-Shape for 12
With break-out tables
Executive Networking for 14
Reception style for 48
We have 7 round 5′ tables
8 max/table
Seminar style for 105
Theatre style for 175
with 1/2 of stage removed
Theatre style for 120
with full stage
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 rooms 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 event. 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 & Foundation of RPL, other libraries, 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

<table>
<thead>
<tr>
<th>Library Name:</th>
<th>Today's Date:</th>
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<tbody>
<tr>
<td>Date Requested:</td>
<td>Event Start Time:</td>
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<tr>
<td>Set Up &amp; Take Down Time:</td>
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<tr>
<td>(Please note that the room must be cleaned up and vacated no later than 15 minutes prior to closing.)</td>
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<tr>
<td>Contact Person:</td>
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<tr>
<td>Group/Organization:</td>
<td></td>
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<tr>
<td>☐ Non-Profit ☐ For Profit</td>
<td></td>
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<tr>
<td>Mailing Address:</td>
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<tr>
<td>City:</td>
<td>State:</td>
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<tr>
<td>Phone Number:</td>
<td>Alternate Phone:</td>
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<td>Email:</td>
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<tr>
<td>Expected Attendance:</td>
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<tr>
<td>Open to the Public? ☐ Y ☐ N</td>
<td></td>
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<tr>
<td>Describe the activity, event or meeting:</td>
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</tr>
</tbody>
</table>

Serving refreshments? ☐ Y ☐ N

Please Note:
- 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.

Revised by RPL Board of Trustees on December 17, 2014
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

<table>
<thead>
<tr>
<th>For Library Use Only:</th>
<th>Fee Received:</th>
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</thead>
<tbody>
<tr>
<td>Date Application Received:</td>
<td>(No fee for non-profits; $30 for-profits)</td>
</tr>
<tr>
<td>Non-Profit Documentation Verified? □ Y □ N</td>
<td></td>
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<tr>
<td>Staff Member Receiving Application &amp; Fee:</td>
<td></td>
</tr>
<tr>
<td>Reservation Entered on Calendar: □ Y □ N</td>
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