OVERVIEW

The Rochester Public Library (RPL) shall permit individuals or organizations to use the Central Library of Rochester and Monroe County. Use is subject to the requirements and conditions herein, when Central Library facilities (Rundel Memorial Library Building and Bausch & Lomb Library Building) are not needed for administrative use, are activities sponsored in whole or in part by the RPL or the Friends and Foundation of the RPL, or is private use that is not disruptive of the normal operations, programs and activities of the RPL.

FACILITIES USE

Central Library facilities are considered to be Hacker Hall, the Bausch & Lomb atrium, Kate Gleason Auditorium and Dorris Carlson Reading Garden, and said spaces shall be documented exclusively as available for this purpose. Private use of other Central Library facility spaces is at the discretion of the RPL Director.

The use of Central Library facilities for events shall be provided to applicants on an as-is condition basis, and the applicant shall be solely responsible for all claims, liabilities, damages, death, injury, theft, or other loss incurred during or as a result of the use of Central Library facilities by the applicant, and those attending the event.

The applicant reserving Central Library facilities, by entering into an RPL use agreement, shall abide by the parameters and guidelines established by the RPL. All activities must be contained completely within the spaces reserved. The RPL reserves the right to cancel existing reservations and to refuse future reservations to entities that fail to abide by the regulations established for Central Library facilities use.

The RPL may determine the number of events, if any, to be operated simultaneously, and does not guarantee sole use of the Central Library. Political activity and campaign fundraising are not permitted. Permission to use the Central Library facilities does not imply the RPL’s sponsorship or endorsement of the aims, policies or activities of any such individuals or organizations. The RPL shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily-prohibited basis.

FEES

The RPL shall establish a fee schedule for use of Central Library facilities. The fee schedule may only be waived or adjusted upon approval by the RPL Director of designee.
## SCHEDULE OF FEES

<table>
<thead>
<tr>
<th>Venue Space:</th>
<th>Square Footage:</th>
<th>Maximum Capacity:</th>
<th>Standard Price/Fee:</th>
<th>Non-profit Price/Fee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hacker Hall</td>
<td>4,000 (est.)</td>
<td>300 (Auditorium Style) &amp; 150 - 175 Seated at Round Tables</td>
<td>$1,500.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Dorris Carlson Reading Garden &amp; Kate Gleason Auditorium</td>
<td>1,977</td>
<td>TBD</td>
<td>$1,000.00</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

## GUIDELINES AND PROCEDURES

An event use agreement, approved by RPL (City of Rochester) law counsel, shall be entered into by the applicant and RPL prior to the event. This agreement shall contain provisions to protect the Central Library facilities, including but not limited to, requirements of the applicant and/or event vendors to provide adequate insurance, indemnification of the RPL, responsibility and process for recovery of damages, and compliance with all applicable laws, statutes, ordinances, regulations, rules, and requirements.

The RPL shall retain an events vendor that shall assist the RPL in events management, including marketing, catering, equipment rental and any necessary permitting requirements. The vendor shall maintain appropriate insurance naming the RPL and City as insured. The RPL and vendor shall maintain an agreement for all services provided by the vendor and RPL.

The RPL shall maintain guidelines for use of Central Library facilities for private events. Such guidelines shall address exact spaces available for use, reservation and cancellation processes, coordination of event activities and schedules.

## COMPANION DOCUMENTS

- Rochester Public Library, Private Event Procedures (Draft)
- Rochester Public Library Private Event Contract (Draft)