OVERVIEW

For the purpose of generating revenue and maximizing community use of the historically, architecturally and culturally significant Central Library buildings, the Rochester Public Library (“RPL”) will permit individuals or organizations to use the Rundel Memorial Library Building and the Bausch & Lomb Library Building for private events (“Events”) subject to the following requirements and conditions. Events will permitted only when Central Library facilities are not open to the public or during hours of operation when the licensed space is not needed for RPL use, and the private use will be not disruptive of the normal operations, programs and activities of the RPL. Activities sponsored in whole or in part by the RPL or the Foundation of the RPL are not subject to this policy or the guidelines adopted for Events.

FACILITIES USE

The Central Library facilities available for Events are Hacker Hall, the Bausch & Lomb atrium, Kate Gleason Auditorium and the Dorris Carlson Reading Garden (“Library Facilities”). Private use of other Library Facilities is at the discretion of the RPL Director.

The use of Library Facilities for Events shall be on an “as-is” condition basis, with no or minimal services or amenities provided by RPL.

The applicant reserving Central Library facilities, will be required to enter into an Event License Agreement which will establish guidelines and requirements for use of the Library Facilities. All activities must occur 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 guidelines established for Library Facilities use.

The RPL may determine the number of events, if any, to be operated simultaneously, and will not guarantee exclusive use of the Library Facilities other than the specific space licensed. Political activity and campaign fundraising will not be permitted. Permission to use the 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 will not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily-prohibited basis.

REVENUE

The RPL will 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 or designee. A quarterly report of revenues from the use of the Library Facilities, including all fee waivers, will be provided to the Board of Trustees.

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>Kate Gleason Auditorium Dorris Carlson Reading Garden</td>
<td>1,977</td>
<td>150 with full stage/175 with partial removal (Auditorium Style) 65 Seated at Round Tables</td>
<td>$1,000.00</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

GUIDELINES AND PROCEDURES

An Event License Agreement (“Agreement”), approved by RPL (City of Rochester) counsel, must be executed by the applicant and RPL prior to the Event. This Agreement will include provisions to protect the RPL and the Library Facilities, including but not limited to, requirements of the applicant and/or event vendors to provide insurance, including liquor liability insurance if alcohol will be served at the event, indemnification of the RPL, reservations and payment requirements and responsibilities of the RPL and the applicant.

The RPL will maintain guidelines for use of Central Library facilities for private events (“Event Guidelines”). The Event Guidelines will identify the Library Facilities available for Event use, describe the reservation and cancellation processes, specify insurance requirements and identify the respective responsibilities of the RPL’s Event Assistant and the applicant.

The RPL’s Event Assistant will be responsible for the entire Events process including marketing the Events space, working with applicants, ensuring compliance with the Events Guidelines and the requirements of the Agreement and generally managing all Events for the RPL. The RPL will not provide catering, but will provide applicants with a list of approved caterers. Music, use of audio visual equipment, decorating of the Event space and other requests of applicants must all be approved by the Events Assistant.

COMPANION DOCUMENTS

Rochester Public Library Event Guidelines
Rochester Public Library Event Space License