

## **Rules Governing Application and Use of the Elma Gaffney Meeting Room of the Fairport Public Library**

1. Policy for public use of the library meeting room is determined by the five member Board of Trustees and administered by the Library Director.
2. Primary use of this area is the enhancement of library-sponsored activities. Any remaining time may be scheduled by non-profit organizations for educational, cultural or civic activities in order of request. Their use of this area in no sense constitutes a library endorsement and room use must not interfere with the convenience of public library users. The Library Director shall have the final responsibility for accepting applications.
3. The room is not available as a regular meeting place for non-library organizations. Reservations may be made not more than one month nor less than one week in advance of the date specified and reservations cannot be accepted for more than four dates in one year.
4. One application form per meeting must be filled out by an adult member of the requesting organization. Upon approval, the requested date will be entered in the meeting room calendar and regarded as confirmed.
5. The room will be available during normal library working hours. The meeting must be ended and the room vacant by library closing time.
6. The Library Director must be notified promptly of cancellations.
7. The meeting room will be closed when the library is closed because of weather or other emergency.
8. Failure to properly identify the sponsoring group in any publicity releases can result in cancellation of the reservation.
9. The following rules apply at all times:
  - a. No smoking is permitted.
  - b. No alcoholic beverages may be consumed on the premises.
  - c. No meals may be prepared or served. Only refreshments such as coffee and cookies may be served.
  - d. No ticket fee may be charged or contributions solicited for non-library sponsored programs.
  - e. All meetings must be open to the public. The door must not be locked and any member of the public may enter and attend the meeting if they so wish.
  - f. The library will not be responsible for lost articles.
  - g. Cost of any damage to the room and its contents or any extraordinary cleaning fees incurred during the time reserved will be billed to the organization and group member designated on the application.
  - h. The library's telephone may not be used for any purpose. No incoming calls may be handled by library staff and outgoing calls may not be made on the library telephone.
10. The meeting room is equipped with an FM system for use by the hearing impaired.

### **Publicity**

All publicity concerning any meeting room event must conform to the following guidelines. Any deviation may result in cancellation of the reservation.

1. Publicity must clearly state that the meeting is not sponsored by the Fairport Public Library and the sponsoring group must be clearly and properly identified.
2. The fact that the meeting is free and open to the public should be included.
3. The fact that an FM system for the hearing impaired is available should be included.
4. A copy of any publicity must be filed with the library prior to the meeting.

Approved by the Board of Trustees: June 15, 1988

Revised: September 11, 1990 and March 12, 1997

Reaffirmed: June 12, 2001

Revised: September 12, 2006