

FAIRPORT PUBLIC LIBRARY ROOM POLICIES

The library has five rooms available for public use: **Community Room** (for groups up to 95 people); the **Conference Room** (for 3-8 people); two **Study Rooms** (for 1-4 people); and the **Technology Center** (for groups up to 15 people). See below for usage policies and guidelines for each room. These policies are determined by the Library Board of Trustees and administered by the Library Director.

The following guidelines apply to the use of all rooms:

1. No alcoholic beverages may be consumed on the premises.
2. No meals may be prepared or served in any of the rooms. Only light refreshments such as coffee and cookies may be served in the Community Room. The library does not provide any refreshment supplies.
3. The rooms will be available during normal library working hours. The meeting must be ended and the room vacant by library closing time.
4. The library must be notified promptly of cancellations.
5. All rooms will be closed when the library is closed because of weather or other emergencies.
6. The library is not responsible for lost or stolen articles.
7. Cost of any damage to any of the rooms and their contents, or any cleaning fees incurred during the time reserved will be billed to the organization and/or group member designated on the application.
8. 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.
9. The library reserves the right to alter the room schedules according to the library's needs. Every effort will be made to honor any prior commitment. The library reserves the right to cancel a room reservation.
10. Any group using library rooms must also adhere to all state and federal laws: for example, providing a sign language interpreter if requested by an attendee.
11. Room occupancy may not exceed the stated/posted limits.
12. No ticket fees, sales or solicitations are permissible by outside organizations.
13. The library reserves the right to modify this policy as necessary.

Publicity

All event publicity 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. A copy of any publicity must be filed with the library prior to the meeting. The library does not advertise or promote programs in the meeting room that are not sponsored by the library.

COMMUNITY ROOM

1. Primary use of this room is for library-sponsored activities. Any remaining time may be scheduled by non-profit organizations for educational, cultural or civic activities on a first-come basis. Use of this room does not constitute endorsement by the library and must not interfere with the convenience of public library users. The Library Director shall have the final responsibility for accepting applications.
2. Applications are available at the Information Desk and on the library's web page. One application form per meeting must be filled out by an adult (18 yrs and older) member of the requesting organization. Upon approval (usually within 2 business days), the requested date will be entered in the Community Room calendar and regarded as confirmed.
3. The Community Room is for group use only, up to 95 people in auditorium seating. Please see the application for limits based on other configurations.

4. The Community Room is not available as a regular meeting place for non-library groups or 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.
5. The Community Room is not available on Sundays.
6. The library has a large screen display that may be used but the library does not supply any computer equipment.
7. The Community Room is equipped with hearing assist technology. Please indicate on the application form if you would like to use this equipment.
8. 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.

TECHNOLOGY CENTER

1. The Technology Center is for group use only, up to 15 people.
2. The tables and chairs may be rearranged but they must be returned to their original configuration.
3. Patrons must sign in at the Information Desk.
4. Patrons may book one reservation in advance.
5. The room may be used for a maximum of two hours per day.
6. The library has a large screen display that may be used but the library does not supply computer equipment.
7. No food or drink permitted.

CONFERENCE ROOM

1. The Conference Room is for group use only, 3 or more people with a maximum of 8.
2. Patrons must sign in at the Information Desk.
3. Patrons may book one reservation in advance.
4. The room may be used for a maximum of two hours per day.
5. Blinds must stay open while the room is in use.
6. No food or drink permitted.

STUDY ROOMS 1 AND 2

1. The study rooms are for use by up to four people.
2. Patrons must sign in at the Information Desk.
3. Patrons may book one reservation in advance.
4. The room may be used for a maximum of two hours per day.
5. No food or drink permitted.

Approved by the Board of Trustees: June 15, 1988

Revised: September 1990; March 1997; September 2006, March 2013

Revised by Facilities & Services Committee, March 2016

Adopted by Board of Trustees, April 12, 2016