100-02 — Meeting/Study Rooms

Statement of Purpose

The primary purpose of the meeting rooms at the Fairport Public Library is for library-sponsored activities, including programs and fundraising events presented by library staff, the Friends or Foundation of the Library and/or other organizations partnered with the Library. When not needed for library purposes, meeting rooms are available for community use.

Guidelines for Use

The following guidelines apply to the use of meeting and study rooms:

- No alcoholic beverages may be consumed on the premises.
- No meals may be prepared or served in any of the rooms. Only light refreshments, such as coffee and items that can be served on napkin (i.e., cookies, tea sandwiches), may be served in the Community Room. The Library does not provide any utensils.
- The rooms will be available during normal library hours (note that the Community Room is unavailable on Sundays). The meeting must end and the room vacant by library closing time.
- The Library must be notified promptly of cancellations.
- All room reservations will be cancelled when the Library is closed because of weather or other emergencies.
- The Library is not responsible for lost or stolen articles.
- Cost of any damage to the rooms and their contents or any cleaning fees incurred will be billed to the organization and/or group member designated on the application or online forms.
- The library 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.
- 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.
- Any group using the Library's rooms must also adhere to all state and federal laws: for example, providing a sign language interpreter if requested by an attendee.
- Room occupancy may not exceed the stated/posted limits.
- In making its rooms available for use, the Library does not discriminate on the basis of sex, race, creed, religion, color, culture or ethnicity, national origin, age, sexual orientation, individual lifestyle, political affiliation, or physical limitation.
- There is no fee for the use of the Library's rooms.
- No ticket fees, sales, or solicitations are permissible by outside organizations.
- The Library reserves the right to modify this policy, as necessary.

Publicity

All event communications and publicity must conform to the following guidelines. Any deviation may result in cancellation of the reservation.

- **Communications and 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.**

- A copy of any publicity must be filed with the Library prior to the meeting.
- It should state that the meeting is free and open to the public.
- **The Library does not advertise or promote programs in the meeting room that are not sponsored by the Library.**

Community Room (for groups up to 95 people)

- 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 or be disruptive to other library users. The Library Director shall have the final responsibility for accepting applications.
- 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.
- 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.
- 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 in advance of the date specified and reservations cannot be accepted for more than four dates in one year. If reservations are made less than a week in advance, room setup and hearing assist technology cannot be provided.
- The Community Room is not available on Sundays.
- The Community Room has a large screen display that may be used but the Library does not supply any computer equipment.
- The Community Room is equipped with hearing assist technology. Please indicate on the application form if you would like to use this equipment.
- 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 (for groups up to 15 people)

- The tables and chairs may be rearranged but they must be returned to their original configuration.
- Patrons must sign in at the Information Desk.
- Patrons may book one reservation in advance.
- The room may be used for a maximum of two hours per day.
- The Technology Lab has a large screen display that may be used but the Library does not supply computer equipment.
- No food permitted.

Conference Room (for groups up to 8 people)

- Patrons must sign in at the Information Desk.
- Patrons may book one reservation in advance.
- The room may be used for a maximum of two hours per day.
- Blinds must stay open while the room is in use.
- No food permitted.

Study Rooms (for 1-4 people)

- Patrons must sign in at the Information Desk.
- Patrons may book one reservation in advance.
- The room may be used for a maximum of two hours per day.
- No food permitted.

Adopted: June 15, 1988
Reviewed:
Revised: September 1990; March 1997; September 2006; March 2013; April 12, 2016; January 11, 2022

Fairport INSPIRING! Public Library
www.fairportlibrary.org

Application for Community Room Use

USE OF THIS SPACE DOES NOT CONSTITUTE LIBRARY SPONSORSHIP. IF YOU WOULD LIKE TO COLABORATE ON A LIBRARY PROGRAM, COMPLETE THE PROGRAM APPLICATION.

Organization:

Event Date:
(no more than 30 days from today)

Start Time: **End Time:** **Setup time** (if needed):

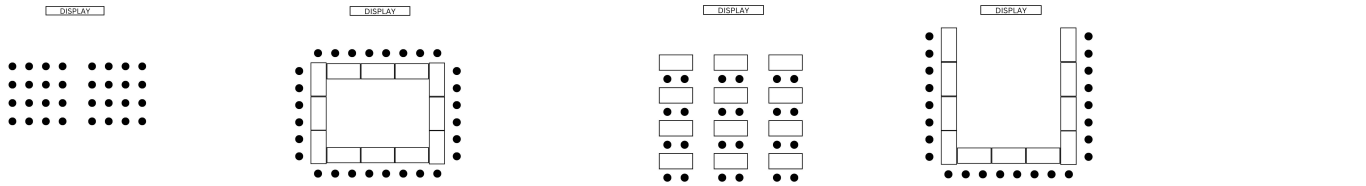
Purpose of event:

If this event is publicized, communications must clearly state that it is not sponsored by the Fairport Public Library and it is free and open to the public. The library reserves the right to request a copy of any publicity.

Expected attendance (maximum occupancy 95)**:**

Room configuration:
(quantities of tables and chairs will vary based on group size)

Auditorium ☐ **Book discussion** ☐ **Classroom** ☐ **U-shape** ☐ **Other** ☐



Equipment:
Media display ☐ **Media cable (HDMI)** ☐ **Microphone/sound system** ☐

Do you require the use of our hearing loop? yes ☐ no ☐
(4 receivers that work with hearing aids equipped with a T-switch)

Contact information (must be 18 years or older):
Name:

Address:

Phone: **Email:**

Library card OR driver's license #:

*By signing below, I acknowledge that I have read **Fairport Public Library policy 100-02 – Meeting/Study Rooms** in its entirety and agreed to abide by the terms of use.*

Signature:

Please complete and submit this form in person or via email to erica.rolland@fairportlibrary.org.
We will confirm and/or correspond via email.
Check here ☐ **if you prefer to be contacted by phone.**