

Approved 6/23/09,  
Revised 5/28/13, 12/13/16, 4/25/17



## **Chili Public Library Community Rooms Usage Policy**

### **Statement of General Purpose**

This Policy for public use of the library's Barbara M. Ireland Community Room (henceforth referred to as the "Ireland Room") and Conference Room has been approved by the Chili Public Library Board of Trustees and will be administered by the library director or the director's designee. The library endorses the principles adopted by the American Library Association in the Library Bill of Rights regarding meeting room use which state, "Libraries which maintain meeting rooms, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

The Community Rooms are primarily for Chili Public Library sponsored activities. When the rooms are not in use for library programs, non-profit organizations may request their use. The library community has many non-profits and community groups that need a meeting space. Therefore the library space cannot be made available to commercial interests.

The Chili Public Library welcomes the use of its community rooms by non-profit organizations engaged in informational, educational, cultural, civic, and recreational activities.

### **Regulations for Public Use of the Rooms**

The Community Rooms may only be used during open library hours and must be completely vacated fifteen minutes prior to the library's closing (Monday – Thursday 8:45 p.m., Friday 4:45 p.m., and Saturday during the school year 4:45 p.m., Sunday October-April 3:45).

The Community Rooms will be unavailable whenever the library is closed due to holidays, inclement weather or other emergencies. Strict adherence to these time periods is essential.

Adherence to the Library Code of Conduct is required.

The room capacity for the Ireland Room is 85 persons. The room capacity for the Conference Room is 12 persons.

The library reserves the right to cancel a room reservation at any time in the event of a conflict with a library sponsored program. In these instances the organization's contact person will be informed and

every effort will be made to arrange an alternate date for the displaced program. The library is not responsible for notifying group members of a cancellation or advertising a change in the meeting room schedule.

Unless specifically approved by the Library Administration, any group using the rooms may not charge fees for attendance at its function. Contributions may not be solicited or received by the sponsoring group or its agents.

Children twelve (12) years old and younger may not be left unattended in the Chili Public Library while parents or guardians are in meeting within these rooms.

The library shall not assume responsibility for the security of items brought into the meeting rooms. The library will not provide storage of material or equipment for a group or organization.

The noise level in the Community Rooms must not be disruptive to other persons using the library.

Light snacks are allowed, but the sink and counters and floors in the Ireland Room must be clean when the group leaves.

All groups using the meeting rooms are expected to leave the facilities in a clean and orderly condition and are responsible for damage to library property. A \$50.00 minimum charge will be assessed if the room and its contents require cleaning and a replacement charge will be assessed for any damaged furniture, carpet or the room itself. No tape or decorations may be placed on the walls or windows. The group using the rooms is responsible for setting up and taking down tables and chairs.

Requests for audio visual equipment must be made at the time the room is reserved. Use of library's A/V or electronic equipment will be offered on a case by case basis. Library staff will not serve as operators for the equipment, but will provide simple instructions for equipment use owned by the Chili Public Library. DVD's are protected by copyright laws and, unless designated as public domain material or accompanied by Public Performance Rights, cannot be shown in any library meeting room.

The person signing the application for meeting room use assumes full responsibility on behalf of the group or organization. The person signing the application must be eighteen years of age or older. The library reserves the right to require organizations to present proof of insurance prior to use.

Violation of any of these regulations will affect future reservation status.

### **Use Policy of the Ireland Room and the Conference Room as a Meeting Room**

A. Use of the rooms more than once a month by any organization is not permitted. Applications for use of the rooms will be considered in order of request. Permission to use the rooms for non-library functions does not constitute the library's endorsement of the group or its activities. The rooms may be reserved up to three (3) months in advance.

B. At least six weeks prior to the event a request to use the rooms should be made in person or by phone to see if the rooms are available. The room reservation will not be confirmed until a signed request form is received by the library. There must be at least 24 hours' notice of a cancellation.

C. The library is not responsible for providing groups or organizations with an interpreter or other accommodations for groups using the library's meeting room space.

Library sponsored or co-sponsored events may be exempt from some of the above regulations at the discretion of the Library Administration.

### **Use Policy of the Conference Room as a Quiet Room**

An additional purpose of the Conference Room is to provide a quiet space within the library when it is not reserved for library programs or by non-profit organizations.

A. The Conference Room may be used on a first come first serve basis for up to 2 hours.

B. Reference staff will monitor the Conference Room use.

C. Patrons ages 16 and up are allowed to use the room. Children under the age of 16 must be accompanied by an adult.

### **Publicity**

1. Publicity must clearly state the meeting is not sponsored by the Chili Public Library, and the sponsoring group must be clearly and properly defined.
2. Publicity must also state the meeting is free and open to the public.
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 community rooms that are not sponsored by the library.



# Request for Use of the Community Rooms

This form may be submitted up to three months prior to date of request.

Name of Organization \_\_\_\_\_

Dates Requested: (1) \_\_\_\_\_ Time start \_\_\_\_\_ end \_\_\_\_\_  
(2) \_\_\_\_\_ Time start \_\_\_\_\_ end \_\_\_\_\_  
(3) \_\_\_\_\_ Time start \_\_\_\_\_ end \_\_\_\_\_

- The room must be resettled and vacated fifteen minutes before library closing time.

Room Requested: Barbara M. Ireland Community Room \_\_\_\_\_ Conference Room \_\_\_\_\_

Number of People Expected up to \_\_\_\_\_

- May not exceed **85** for the Barbara M. Ireland Community Room
- May not exceed **12** for the Conference Room

Organization Contact Person Information:

Name \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

Please read and retain for your records a copy of the application and the Community Rooms Usage Policy. You may print this application and mail to the Chili Public Library, 3333 Chili Avenue, Rochester, NY 14624, apply in person at the library, or fax it to 889-6109.

By signing below, you confirm that you have read and agree to abide by the regulations set forth in the Community Rooms Usage Policy and further agree to assume full responsibility as outlined therein.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Staff Initials**

\_\_\_\_\_  
**LibCal Calendar**