Approved 6/23/09
Revised 5/28/13

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.

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

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 for educational, cultural and civic activities.

A. Persons requiring a sign language interpreter or other Americans with Disabilities Act (ADA) accommodations to access library-sponsored programs must contact the library no less than seven (7) days before the scheduled program to make the necessary arrangements at the library's expense. The library is not responsible for providing an interpreter or other accommodations for groups using the library's meeting room space. Groups or organizations holding any function at the library must be prepared to provide and pay for qualified ADA interpreters if requested to do so.
B. 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 months in advance.
C. At least six weeks prior to the event a request to use the rooms should be made in person or by letter as a signature is required. The room reservation will not be confirmed until a signed request form is received by the library. Reference Staff must be notified promptly of a cancellation.

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 Quiet Room may be reserved for up to 2 hours.
B. Reference staff will monitor Quiet Room use.
C. Adults ages 16 and up are allowed to use the room. Children under the age of 16 must be accompanied by an adult.

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Regulations for Public Use of the Rooms

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 although a fee may be charged to participants for materials for a seminar or class.

Adherence to the Library Code of Conduct is required.

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

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

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.

A $50.00 charge will be assessed if the room and its contents require cleaning and a replacement charge will be assessed for any damaged furniture or 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. No additional equipment will be provided by the library for use at meetings.

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

The library is not responsible for articles left in any part of the building.

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 library closes fifteen minutes later.

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.

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

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Request for Use of the Community Rooms

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

Name of Organization_____

Purpose of Meeting_____

Dates Requested: (1)_____ Time start___:___am/pm end___:___am/pm
(2)_____ Time start___:___am/pm end___:___am/pm
(3)_____ Time start___:___am/pm end___:___am/pm

- 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_____

- 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 889-5819.

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**	**inPortal**