



Community Rooms Usage Policy

Statement of General Purpose

This Policy for public use of the library's Conference Room and Barbara M. Ireland Community Room (here forth referred to as the "Ireland 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 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.

All meetings must be open to the general public. An interpreter for the hearing impaired must be provided upon request as required by the Americans with Disabilities Act. The cost and arrangements for the interpreter are the sole responsibility of the presenter(s) and not the library's.

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.

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. The Community Rooms Coordinator must be notified promptly of a cancellation. A signed application must be submitted for every three scheduled uses.

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.

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3333 CHILI AVE ROCHESTER, NY 14624
585.889.2200
WWW.CHILILIBRARY.ORG

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 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 in the Ireland Room and counters 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.

Approved by the Library Board of Trustees – 6/23/09

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