Policy for use of Meeting Rooms at the Penfield Public Library

As approved by Penfield Public Library Board of Trustees and administered by the Library Director

1. The primary purpose of the room is the enhancement of library sponsored activities. Any remaining time may be scheduled by established non-profit groups for educational, cultural, or civic activities. Groups may need to prove 501(c)(3) status, or similar nonprofit status. Their use of this area in no sense constitutes a library endorsement.

2. Meeting rooms are available on a first come, first served basis. First priority is given to library, Friends of the Penfield Public Library, then Town of Penfield departments. The room is not available as a regular meeting place for non-library organizations, therefore, reservation for more than two days cannot be accepted at one time. Reservations will be taken no more than two months in advance of the planned meeting.

3. There are two meeting rooms available. The larger, Ruth Braman Room, is booked for groups up to 100 people. The office conference room is available on evenings and weekends for groups up to 14 people when the Ruth Braman Room is already booked.

4. One application form per meeting must be filled out by an adult member of the requesting organization. Upon approval, the requested date will be entered in the meeting room calendar and regarded as confirmed. There is no fee.

5. Groups must notify the secretary promptly of cancellations since failure to do so will affect their future reservation status. The library reserves the right to cancel as may be necessary. Radio station WHAM is notified of library closing due to inclement weather. Notification of other cancellations will be given to the responsible member of the organization as far in advance as possible.

6. The following rules apply at all times:
   a. Groups must check in and out with the information desk personnel, providing a copy of the confirmed application form on arrival.
   b. Groups may not charge entrance fees nor may contributions be solicited. The rooms may not be used for fund raising activities or for personal profit.
   c. Groups are responsible for set-up and break-down. Tables and chairs are available.
   d. No smoking is permitted.
   e. No alcoholic beverages may be consumed on the premises.
   f. Light refreshments such as coffee and cookies may be served. Groups need to provide their own equipment.
   g. Cost of any damage to the room and its contents or any extraordinary cleaning fees incurred during the time reserved will be billed to the organization and group member designated on the application.

7. Any unusual or high risk activity may require proof of insurance.

8. Publicity releases for all events must be approved by the library director prior to use. Publicity must be clear that the event is not a library sponsored program.

9. Groups must provide electronic equipment necessary to their presentations, such as laptop computers and projectors, including appropriate cables. The library does not have sufficient staff to provide technical assistance with the operation of such equipment.

10. Room must be vacated prior to library closing time.

As approved by Penfield Public Library Board of Trustees October 15, 1991 with revisions in October 1995, December 2002, April 2009, and October 2011