

POLICY STATEMENT

The Rochester Public Library (RPL) facilities fill an essential role in meeting the community's informational, educational and recreational needs by serving as a public gathering place. This room reservation policy is intended to encourage full use of RPL facilities and resources and set guidelines for access and use.

ACCESS TO FACILITIES

RPL spaces are provided as a public service for use by individuals, institutions, groups, organizations and corporations when not being used for RPL-affiliated or sponsored activities. RPL staff and groups associated with the RPL are given priority in reserving rooms in RPL facilities. Permission to use a reserved room neither constitutes nor implies a statement of support or endorsement by the RPL or the RPL Board of Trustees for the organization or for the content of the meeting or activity. The organization or individual reserving the room, by submitting a reservation application and fee, shall abide by the parameters and guidelines established by the RPL for that room usage, as well as the RPL Code of Conduct. All activities must be contained completely within the space reserved.

The RPL reserves the right to cancel existing reservations and to refuse future reservations to entities that fail to abide by the regulations established for room use, or if the space is needed for RPL purposes.

ROOM TYPES

Auditorium: Central Library of Rochester & Monroe County, Kate Gleason Auditorium
Central Library of Rochester & Monroe County, Kusler-Cox Auditorium

Classroom: Central Library of Rochester & Monroe County, Technology Center

Meeting Room: Central Library of Rochester & Monroe County, Rundel Arts Room
Central Library of Rochester & Monroe County, B-Hive
Arnett Branch Library
Charlotte Branch Library
Lincoln Branch Library
Lyell Branch Library
Phillis Wheatley Community Library

Conference Room: Central Library of Rochester & Monroe County, Arts & Literature Room
Central Library of Rochester & Monroe County, Technology Center
Lincoln Branch Library
Winton Branch Library
Maplewood Community Library

ROOM FEES

Auditorium: Non-Profit Rate, \$50/hour, minimum two (2) hour reservation
For-Profit or Individual Rate, \$100/hour, minimum two (2) hour reservation

| | |
|--------------------------------|--|
| <i>Classroom:</i> | Flat Rate, \$75/hour, minimum two (2) hour reservation |
| <i>Meeting Room:</i> | Non-Profit Rate: first two (2) hour reservation free; additional hours \$25/hour For-Profit or Individual Rate: \$50/hour |
| <i>Conference Room:</i> | No fee First come, first served; two (2) hour maximum at discretion of RPL supervisor |

RESERVATION PROCESS

Facilities will be reserved on a first-come, first-served basis. Full payment is due at the time the application form (either print or online) is submitted to the RPL. Checks are made payable to the Rochester Public Library. Applications and payment can be submitted online (<http://www.roccitylibrary.org/services/room-reservations>), by mail (Room Reservations, 115 South Avenue, Rochester NY 14604) or at a branch library for the respective room location.

The RPL room reservation application specifies room amenities, guidelines and available options. Special needs for meeting room use can be documented in the application or by contacting the Central Meeting Room Coordinator at 585-428-8304 or central.reservations@libraryweb.org, or by contacting the appropriate Branch Manager.

The reserving party, by submitting and signing the application, confirms their use of RPL facilities conforms with all applicable laws, statutes, ordinances, regulations, rules, and requirements. The application confirms the reserving party's responsibility for any and all damages caused to the premises beyond normal wear and tear. The application shall undergo periodic review by RPL administration and City of Rochester Law Department.

If the reservation is cancelled up to two weeks prior to the reservation date, 75% of the rental fee will be refunded. No money will be refunded for cancellations that are less than two weeks prior to the reservation date. If the RPL has to cancel the reservation due to inclement weather or other unavoidable situation, 100% of the fee will be refunded.

ROOM AMENITIES

The RPL shall maintain information in print and web format on the amenities available in each room available for reservation, such as internet access, seating, tables, audio-visual and display capabilities. The RPL also maintains equipment for use such as microphones and specialized audio visual projection units. Equipment types and nominal rental rates shall be maintained by RPL administration based on need and utilization.

FEE EXEMPTIONS AND WAIVERS

The Friends & Foundation of the Rochester Public Library, City of Rochester, and Rochester City School District are exempt from fees at all RPL room locations. The County of Monroe is exempt from fees at the Central Library of Rochester and Monroe County. The program must be sponsored by, and a member of that organization must be present, for the activity or program.

Neighborhood Associations located within the RPL facility service area are exempt from fees at all RPL room locations. The program must be sponsored by, and a member of that organization must be present, for the activity or program.

Organizations reserving a room to provide a public program during the reservation period that can be promoted by the RPL may be exempt from reservation fee. The RPL reserves the right to determine if the program, event or activity will be promoted as a RPL public partner program. Approximate public attendance will be requested at time of reservation.

Requests for Branch Library meeting room reservation fee waivers or reductions shall be submitted in writing to the Branch Manager directly or via the room reservation application.

Requests for Central Library room reservation fee waivers or reductions shall be submitted in writing to the RPL Director directly or via the room reservation application.

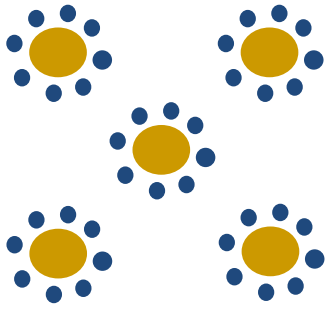
Policy revisions by the Rochester Board of Trustees on September 28, 2000

Administrative procedural revisions, June 2003

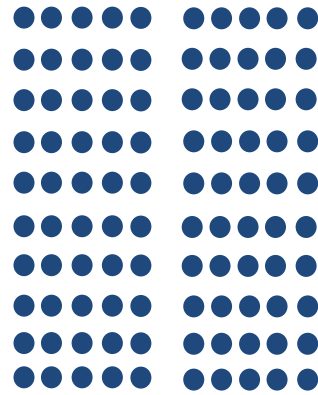
Revised by the RPL Board of Trustees, May 27, 2009

Revised by the RPL Board of Trustees, October 24, 2018

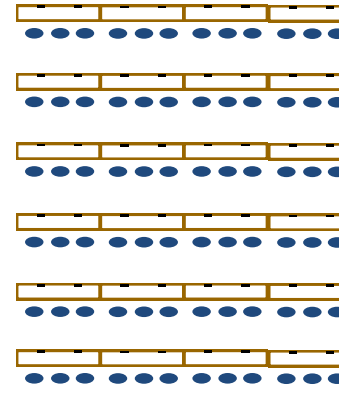
Kate Gleason Auditorium Set-Up Options



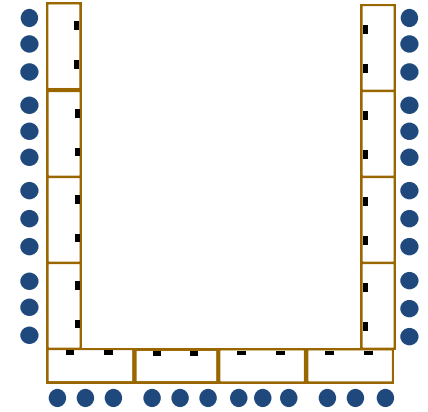
Reception style for 40
5' round tables



Auditorium style for 100



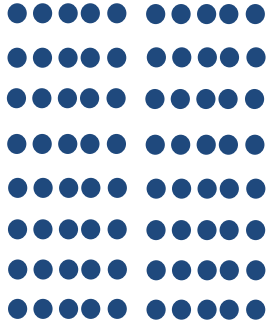
Seminar style for 75



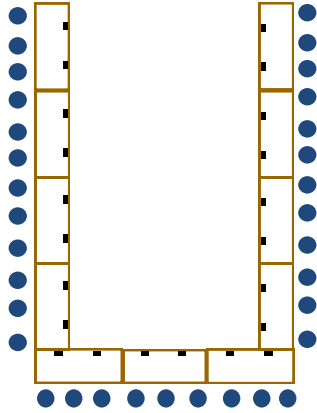
Conference U for 36



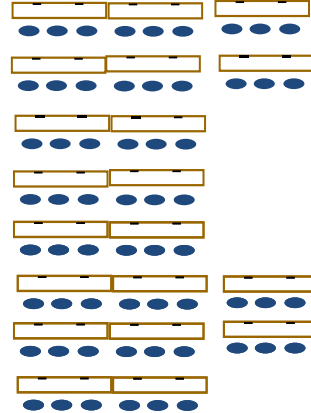
Kusler-Cox Auditorium Set-Up Options



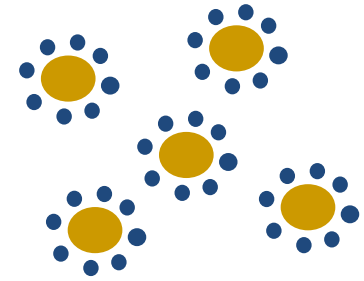
Auditorium for 80



Conference U for 33



Seminar style for 60



Reception style for 40

(5' round tables)





**Central Library
of Rochester &
Monroe County**

Monroe County Library System

Central Library of Rochester & Monroe County

115 South Avenue, Rochester, NY 14604-1896

585-428-8304

Central.Reservations@libraryweb.org

Attn: Meeting Room Coordinator

Application for Use of Space

Today's Date: _____

Date of Event: _____ Start Time: _____ End Time: _____

Contact Person Name: _____

Company, Group, Organization: _____ ☐ Non-Profit

Mailing Address: _____

Street

City

State

Zip

Telephone Number: (Day) _____ (Cell) _____

E-mail address: _____

Name of Program/Meeting: _____

Is the meeting open to the public? ☐ Yes ☐ No

Room Requesting: _____

The following A/V equipment is available for use in the Kate Gleason and Kusler-Cox Auditoriums **(MARK IF NEEDED)**:

- | | |
|---|--|
| <input type="checkbox"/> Podium/Microphone (on stage) | <input type="checkbox"/> Laptop |
| <input type="checkbox"/> Sound System | <input type="checkbox"/> LCD Projector |
| <input type="checkbox"/> T-Coil | <input type="checkbox"/> Screen |

Please indicate below if any additional A/V equipment is needed:

- ☐ Hand-held mic ☐ Table mic ☐ Wireless lapel mic ☐ Wireless over-the-ear mic ☐ DVD Player

Please write the **NUMBER OF ATTENDEES** in the space provided next to the room set-up you wish to use:

Kate Gleason Auditorium:

- ____ Auditorium (100 max)
 ____ Seminar (75 max)
 ____ Conference U (36 max)
 ____ Round Reception (40 max)
 (6-foot round tables used;
 must supply own tablecloths)
 ____ Round Reception (58 max)
 (Mix of 5 and 6-foot round
 tables used; must supply
 own tablecloths)

Kusler-Cox Auditorium (Whole):

- ____ Auditorium (80 max)
 ____ Conference U (33 max)
 ____ Seminar (60 max)
 ____ Round Reception (40 max)

Kusler-Cox 1 (Front/Stage half):

- ____ Auditorium (40 max)
 ____ Conference U (15 max)

Kusler-Cox 2 (Back half):

- ____ Conference U (15 max)
 ____ Seminar (21 max)
 (A/V in K-C 2: Smart Board)

Auditorium Special Requests:

(Ex: tables and chairs on stage, etc.)

B-Hive Meeting Room:

- ____ Conference U (20 max)
 ____ Conference Square (16 max)
 ____ Seminar (24 max)

I, the undersigned, acting as the responsible representative of the above organization, have read the Rochester Public Library's Meeting Room Policy statement and agree to use the space in accordance with the rules and conditions outlined by the library.

 Signature of applicant

 Amount due

 Date