



Pittsford Community Library Policies

Room Use Policy

Adopted by the Board of Trustees on December 8, 2021

The Pittsford Community Library makes available rooms for public use within the library when they are not being used for library events and needs. Library rooms are available to nonprofit organizations, community-based groups, and individuals. The Library does not discriminate in making its rooms available for use. There is no fee for the use of Library rooms.

Fisher Meeting Room, Fletcher Steele Room, and Learning Center

The Fisher Meeting Room, Fletcher Steele Room, and Learning Center are available to nonprofit organizations, community-based groups, and individuals. The Fisher Meeting Room can accommodate up to eighty (80) people. The Fletcher Steele Room and Learning Center can accommodate up to fourteen (14) people. Reservations are available up to ninety (90) days in advance. To ensure equitable use, the Library reserves the right to limit usage to eight (8) hours per group or individual per week.

Study Rooms

The Library makes available three study rooms for individuals and groups. Study rooms can accommodate up to four (4) people. Study room reservations are available up to seven (7) days in advance. To ensure equitable use, the Library reserves the right to limit usage per individual or group to one reservation at a time for up to three (3) consecutive hours and no more than seven (7) days in advance.

The following general guidelines apply to all Library rooms:

- Library events and needs take priority over public use.
- Reservations are available on a first-come, first-served basis. The Library reserves the right to alter room schedules, cancel a reservation, and assign rooms based on availability and need.
- Rooms will be available during regular library hours. Rooms will be unavailable whenever the Library is closed due to holidays, inclement weather, or other emergencies.
- Rooms are not available for fund-raising, commercial purposes, or private parties (birthday parties, celebrations, etc). Groups are not permitted to charge admission or registration fees, and no products or services may be sold on Library premises.
- Room occupancy may not exceed the stated limits.
- Food and drink are allowed, but no meals may be prepared in the rooms. Alcoholic beverages are prohibited.
- Individuals and groups using the Library's rooms should abide by the [Rules of Conduct for Library Users](#).

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- Individuals and groups are expected to leave the rooms as they are found. Cost of damages will be billed to the individual reserving the room. A charge will be assessed if the room requires cleaning. A replacement charge will be assessed for any damage to furniture, carpet, or other contents.
 - Use of a Library room in no way constitutes endorsement by the Pittsford Community Library. Communications and publicity releases must identify the sponsoring group and in no way indicate the Library as a sponsor.
 - The Library is not responsible for personal items left unattended and cannot provide overnight storage to any group or individual.
 - The Library reserves the right to attend any meeting or event held in its rooms to ensure compliance with library policies. The public cannot be excluded from room use.
 - The Library reserves the right to modify this policy and guidelines as necessary.
 - Groups and individuals that violate these guidelines will be prohibited from using Library rooms.