



Pittsford Community Library Policies

Building Use Policy

Adopted by the Board of Trustees on March 8, 2006

Revised and approved by the Board of Trustees on March 10, 2021

The Pittsford Community Library adheres to the Town of Pittsford Building Use Policy, Appendix A.

Appendix A: Town of Pittsford Building Use Policy

Adopted by the Town of Pittsford Town Board on March 8, 2006

Last updated by the Town of Pittsford Town Board on July 18, 2013

The meeting rooms within town-owned buildings are intended to provide meeting space for residents of the community. Rooms may be booked by Pittsford residents and Pittsford not-for-profit organizations for educational, cultural, or civic activities. Meeting rooms are not available for fund-raising programs, commercial purposes or religious activities. The number of bookings per group may be limited out of fairness to all.

1. Communication, and publicity releases must identify the sponsoring organization, and in no way indicate the Town of Pittsford or any of its departments as a sponsor.
2. Each group is expected to leave the room as they found it. The member of the group signing the application will be directly responsible for any damage caused by members of the group. A charge will be assessed if the room requires cleaning. A replacement charge will be assessed for any damage to the furniture, carpet or contents.
3. Requests may be rejected if the meeting is likely to be unreasonably disruptive to regular building functions.
4. No smoking or alcohol is allowed anywhere on Town of Pittsford premises except for King's Bend Park.
5. The meeting rooms will be unavailable whenever the building is closed due to holidays, inclement weather or other emergencies. The Town reserves the right to cancel a reservation up to 10 days prior to the meeting date.
6. Applicant agrees to comply with all facility rules and regulations.
7. The Recreation Director will establish an ongoing basis of rules and regulations for conduct of use and individual room requirements.