



Pittsford Community Library Policies

Room Reservation and Use Policy

Adopted by the Board of Trustees on December 8, 2021

Revised and approved by the Board of Trustees on December 11, 2024

The Pittsford Community Library ("the Library") makes certain Library rooms available for public use 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.

General Guidelines

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.
- Rooms will be available during regular Library hours. Rooms will be unavailable whenever the Library is closed.
- Rooms are not available for fundraising, 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 Library's Rules of Conduct for Library Users.
- 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 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 may be prohibited from using Library rooms.

Fisher Meeting Room and Fletcher Steele Room

The Fisher Meeting Room and Fletcher Steele Room 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 can accommodate up to fourteen (14) people. To ensure Library events and needs are fulfilled, reservations are only 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 (3) 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.