

# HENRIETTA PUBLIC LIBRARY COMMUNITY ROOM USE POLICY

## STATEMENT OF GENERAL PURPOSE

Policy for public use of the Library Community Room is determined by the Henrietta Public Library Board of Trustees and administered by the Library Director or the Director's designee.

The Community Room is primarily for Henrietta Public Library sponsored activities. When the room is not in use for Library programs, non-profit organizations may request its use for their educational, cultural and civic activities. However, frequency of meetings may be limited by the Henrietta Public Library Board of Trustees or its designee.

Application for use of the Community Room may be made three months in advance and will be considered in order of request; however, Henrietta organizations will be given priority over other groups. Permission to use the room for non-library functions in no way constitutes the Library's endorsement of the group or its activities.

## APPLICATION FOR USE OF THE COMMUNITY ROOM

Requests to use the Community Room must be made either in person, by mail, email, or fax *using the application form that can be obtained in the library or online at [www.hpl.org](http://www.hpl.org)*. If the application is approved, the requested date will be entered by library staff on the Community Room calendar, and the person requesting use will be notified within 24 business hours. The Community Room coordinator must be notified promptly of cancellation; failure to do so will affect future reservation status. Email: [hplinfo@libraryweb.org](mailto:hplinfo@libraryweb.org)

## REGULATIONS FOR PUBLIC USE OF COMMUNITY ROOM

- Room use must not interfere with the convenience of Henrietta Public Library patrons.
- All meetings must be open to the general public. An interpreter for the hearing impaired must be provided upon request as required by the Americans with Disabilities Act of 1990. The cost for this accommodation is the sole responsibility of the presenter(s). The Library will not make the arrangements for the interpreter to be present, but will provide direction in locating an interpreter. (See attached sheet.)
- A group using the room may not charge fees for attendance at its function; contributions may not be solicited or received by the sponsoring group or its agents without prior approval of the Board of Trustees. (A fee may be charged for materials for a seminar or class.)
- The person signing the application for use assumes responsibility on behalf of the group or organization. The person signing this application must be eighteen years of age or older. Cost of repairing any damage to the Community Room and its' contents will be charged to this person. The Library reserves the right to require organizations to present proof of insurance prior to use.
- The room must be checked by a librarian before groups vacate. Damages resulting from violation of this policy will result in a \$75 cleaning fee and loss of room use. The person whose name appears on the application will be held responsible. There is a vacuum cleaner available for use upon request.
- Food and beverage (except water) is not permitted in the Community Room. There will be no exceptions to this policy.

- The Library is not responsible for articles left in any part of the building.
- Community Room facilities may be used only during Library hours; the building must be vacated by 8:45 p.m.; (Monday through Thursday) and 4:45 p.m.; (Friday, Saturday, Sunday). During our summer hours the building must be vacated by 5:30 p.m. Friday and 1:30 p.m. Saturday. The Community Room will be closed whenever the Library is closed because of weather or other emergency. No freestanding signage will be allowed on library property without prior permission of the Director or designee.

**\*\*Note change in policy regarding application for use of room.**

- ***Application for use of the room must be made by a written request using the Community Room Application attached to this document.***
- ***Food and beverage (except water) will not be permitted in the Community Room. There will be no exceptions to this policy.***
- ***The room must be checked by a librarian before groups vacate. Damages resulting from violation of this policy will result in a \$75 cleaning fee and loss of room use. The person whose name appears on the application will be held responsible. There is a vacuum cleaner available for use upon request.***

**The group using the room is responsible for both the setting up and taking down of equipment, including tables and chairs. Adequate time should be reserved by the group to accomplish both of these tasks. Tables should be folded and placed against the outside wall, and chairs should be stacked and pushed against the inside wall.**

Violation of any of these regulations will affect future reservation status.

Adopted April 9, 1979  
Fifteenth Revision May 2010

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Martina Thompson, President  
Board of Trustees, HPL

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Patricia Bernhard, Director  
Henrietta Public Library

**HENRIETTA PUBLIC LIBRARY**  
**APPLICATION FOR USE OF THE COMMUNITY ROOM**

Please read and retain for your records your copy of the application and the Community Room Use Policy. Make application in person, by mail or fax to the Henrietta Public Library, 455 Calkins Road, Rochester, NY 14623 (Fax # 334-6369).

Name of Organization \_\_\_\_\_  
(Only non-profit organizations may use the Community Room)

Is your organization non-profit? \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Time of Meeting \_\_\_\_\_  
(Room must be vacated by 8:45 p.m. Mon.-Thurs. and 4:45 p.m. Fri., Sat., and Sun.) During our summer hours the building must be vacated by 5:30 p.m. Friday and 1:30 p.m. Saturday.

Room Equipment Needed \_\_\_\_\_  
\_\_\_\_\_

(Chairs, tables, podium and movie screen are available. Audio-visual equipment is NOT. The individual/organization using the room is responsible for both the setting up and taking down of equipment. **Tables should be folded and placed against the outside wall and chairs should be stacked and placed against the inside wall.** Failure to comply with this will affect future reservation status.)

A podium with microphone is available for use with prior arrangement and instruction by library staff. Please notify Henrietta Public Library in advance of requested usage time.

To patrons in need of hearing assistive device: Henrietta Public Library now has an FM sound system in the Community Room for hard of hearing as well as hearing impaired patrons. If you know that you will need a personal hearing assistive device, please advise us in advance, when possible, so that we may have the set-up prepared.

Number of Persons Expected (not to exceed 100) \_\_\_\_\_

Name, Address and Phone Number of Contact Person for the Organization \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email of Contact Person for the Organization \_\_\_\_\_

I have read and agree to abide by the regulations set forth in the Community Room Use Policy, and agree to assume full responsibility as outlined there in.

Signature \_\_\_\_\_

Interpreters/Interpreter Services  
(In alphabetical order)

DCI (Dynamic Communications Interpretations – languages also) . 1-800-354-3680  
FMI Interpreting Services ..... 475-9750  
Interpretek ..... 235-7500  
Lifespan Interpreting Services ..... 244-8400 x175  
Sign Language Connection ..... 454-4220

You may also consult the yellow pages of your phone book under, Deaf Service

Date:

Program, Meeting, or Event I am attending in the Community Room: \_\_\_\_\_

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Name:

Address:

Tel. No.

I agree to return the personal receiver w/ear piece/neck loop at the close of today's/tonight's program. I further agree that if I damage the device according to the Library's price schedule. That schedule is as follows: Personal receiver \$90.00. Ear clip: \$20.00  
Neck loop: \$44.00

Items issued to patron: Receiver # \_\_\_\_\_ Ear clip \_\_\_\_\_ Neck loop \_\_\_\_\_

Signature: \_\_\_\_\_