



Wood Library Association
134 N Main St
Canandaigua, NY 14424
Phone: 585-394-1381 FAX: 585-394-2954

MEETING ROOM USE POLICY

ADOPTED by Wood Library Board of Trustees 12/2013; AMENDED 05/2017, 11/23/2020

Wood Library offers the use of community meeting rooms to the public as part of its mission to *“be a comfortable and safe destination where people can stimulate their imaginations and connect to the local community and to the world.”* The rooms are available to community groups for meetings and programs when not in use for library purposes. They are not available for parties, baby/wedding showers or other social activities not pertaining to the library.

Eligibility

- Educational, cultural, civic and non-profit groups/organizations may use the rooms without a fee, however donations to the Library are appreciated. Groups/organizations may not charge for admission or sell products or services at the event. A charge is allowed for the cost of program materials.
- If an event is suspected to endanger the welfare and safety of the library’s staff and patrons, the request for use will be denied.
- Birthday parties, baby showers, and other social receptions not pertaining to the library are not permitted.
- Room capacity is determined by current Fire Code regulations.

General Room Use

- Library-sponsored or library-oriented programs will receive priority in scheduling; other groups will be considered on a first-come basis.
- **The Library does not guarantee technology or room set-up.** The user will be responsible for arranging the room accordingly. Please contact the Library one week prior to the scheduled date of the event to discuss technology needs.
- The room must be vacated 15 minutes before the Library’s closing time to permit staff to close the building promptly, unless prior arrangements have been made.
- The Library maintains a “carry-in/carry-out policy” for meeting room use. Groups must provide their own utensils and supplies, and remove all trash and personal possessions from

the rooms at the conclusion of their meetings. All groups must restore space used to its original condition. Any damages to the room or Library property shall be the responsibility of the group using the room.

- Users are responsible for maintaining order. The library is not liable for any injuries or damages caused to any individual or group.
- Smoking and alcohol are prohibited.
- The sponsoring individual or group is responsible for its own publicity and should clearly state sponsor name, date, time and place of the event on all promotional materials. **Community meetings will not appear on the library's online calendar.**
- The fact that a group or individual is permitted to meet at the Library does not in any way constitute the Library's endorsement of the group's or individual's policies or beliefs.
- The Library must be notified promptly of cancellations; repeated failure to do so is considered grounds for declining future reservations and use of rooms by the individual or group at fault.
- Permission to use the library's meeting rooms may be denied to any group that has previously been disorderly or has violated the meeting room policies.
- Any issues regarding meeting rooms should be directed to the Executive Director or Executive Assistant.

Rooms Available

- Mary Parmele Hamlin Meeting Room - Side A
 - Capacity: 16 chairs with tables; or 48 chairs without tables.
 - Equipment: Tables, chairs, projector, HDMI hook-ups, screen, microphone, Blu-ray/DVD player, and CD player. Kitchenette with sink, coffee maker, mini fridge, and microwave is available.
- Mary Parmele Hamlin Meeting Room - Side B
 - Capacity: 40 chairs with tables; or 64 chairs without tables.
 - Equipment: Tables, chairs, projector, HDMI hook-ups, screen, microphone, Blu-ray/DVD player, and CD player.
- Mary Parmele Hamlin Meeting Room - Sides A & B
 - Capacity: 50 chairs with tables; or 113 chairs without tables.
 - Equipment: Tables, chairs, projector, HDMI hook-ups, screen, microphone, Blu-ray/DVD player, and CD player. Kitchenette with sink, coffee maker, mini fridge, and microwave is available.
 - Maximum number of occupants: 123.
- The Ewing Family Community Room
 - Capacity: 30 chairs with tables; or 80 chairs without tables. Equipment: Tables, chairs, projector, VGA plug-ins, HDMI hook-ups, screen, microphone, DVD player, and CD player.

How to Reserve a Room

- Interested parties should use the online meeting room software available on the library's website when reserving a room.

- The room must be reserved at least one week in advance of the meeting, but not more than three months in advance.
- Requests will be approved on a first-come basis, pending no Library programs are scheduled during the requested time. Please consider setup and cleanup time when reserving a space.
- All parties applying for meeting space will receive email notification to confirm room approval or to explain why the reservation was denied.
- There is no fee for informational, educational, civic, or nonprofit programs, although a free-will donation to the Library is appreciated.
- There is a fee for groups wishing to hold a program before or after regular library hours. The fee must be collected before the program or event is held. Rooms are \$25/hour before or after library hours.
- On the day of the event, a representative of the group must check-in at the Checkout Desk on the first floor.
