

# Policy for Reservation and Use of Community Spaces

Adopted April 9, 2019

Revised April 2022

## Scope

Our Board of Trustees and staff are excited to offer specially-designed rooms that accommodate a variety of learning needs and styles to our library community.

## The Community Room

Our Community Room holds workshops, classes, meetings, and events that give community members opportunities to connect, discover, learn, and grow. Events educate participants through lecture, performance, conversation, play, and hands-on work. This room holds many library-sponsored events, and we welcome applicants from community groups of up to 100 people to hold meetings and events in this space.

### Community Room Amenities

- Tables
- Chairs
- Smart TV
- Podium, 2 Microphones, and Speaker System
- Hearing Loop System
- Sink
- Counter
- Rolling marker board available on request

## Study Rooms: The Shirley Jackson Room, the Maya Angelou Room and the Emily Dickinson Room

These study rooms are for students of all types, be they in formal programs or self-directed. Students working alone or groups of up to three people will find a space in which to focus and learn.

### Study Room Amenities

- Table
- Chairs
- Rolling marker board available on request



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### **Conference Rooms: The Diana Gabaldon Room and the Agatha Christie Room**

These rooms accommodate meetings and group work for groups of up to 10 people. This gives our community the opportunity to have conversations and solve problems together in a neutral space.

#### Conference Room Amenities

- Table
- Chairs
- Rolling marker board available on request

### **Craft Room**

Our Craft Room is where we get messy. This is a flexible space designed for creativity, play, and hands-on learning and creation. This room holds many library-sponsored events, and we welcome applications from formal and informal community groups of up to 12 people who would like to explore their creativity in this space.

#### Craft Room Amenities

- Tables
- Chairs
- Sink
- Counter
- Laminate Floor
- Rolling marker board may be available on request

### **General Guidelines**

- Our community spaces are available to non-profit organizations, community-based groups, and individuals.
- Interested parties must submit an online reservation at [hpl.org](http://hpl.org) to use one of our community spaces.
- Applications must include the name and contact information of the individual who is reserving the space and accepting all responsibility for the reservation, ensuring these guidelines are met.
- Reservation applications are on a first-come, first-served basis. Library events and needs take priority over community reservations.
- Reservations are not official until the applicant receives approval in writing (generally via email) from the library.



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- The library's approval of an organization's or group's application to use a community space does not constitute endorsement of the organization, group, or event.
- None of our rooms are intended for private parties (birthday parties, anniversary parties, etc.).
- If an organization, group, or individual that has reserved a room hasn't arrived in the library or contacted the library within 30 minutes after the reservation has started, the library reserves the right to cancel the reservation.
- Organizations and groups that do not regularly collect dues may not charge a fee for events held in our community spaces. Organizations that regularly collect dues at their meetings like the Girl Scouts, Boy Scouts, and Rotary Club may do so.
- Organizations and groups may not sell anything at their events, including fundraising items.
- People using our community spaces are required to abide by the library's Code of Conduct<sup>1</sup>, which is posted in the library and available on the library's web site.
- People who have Community Room reservations will check in at the library's first floor Checkout Desk. People who have study and conference room reservations will check in at the library's second floor Tech Desk when they arrive for their reservation.
- Organizations and groups will need to set up chairs and tables themselves. Please include time on the reservation to complete this task. Fifteen to thirty minutes, depending on the number of people you are expecting, is typically adequate.
- Library staff will be happy to help people who reserve the Community Room set up the technology they are using during their reservation. Please indicate on the reservation application what technology you intend to use and what type of support you anticipate needing.
- No one may consume or serve alcohol in the library.
- The people who made the reservation will need to clean up when events are completed. Cleaning supplies are available when needed; please ask for them at one of the library's service desks.
- Communications and publicity releases must identify the sponsoring organization and in no way indicate the library as a sponsor.
- Organizations, groups, and individuals that violate these guidelines will be prohibited from reserving our community spaces for one year.



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Additional Guidelines

	<b>Maximum Number of Hours that Can Be Reserved/Month</b>	<b>Maximum Number of People Allowed in Room</b>	<b>Must Submit Application</b>	<b>Must Leave Room</b>
Community Room	8	100	No more than 90 days ahead	15 minutes before library closing
The Shirley Jackson Room, Maya Angelou Room, and Emily Dickinson Room	25	3	No more than 90 days ahead	15 minutes before library closing
The Diana Gabaldon and Agatha Christie Room	15	10	No more than 90 days ahead	15 minutes before library closing
Craft Room	15	12	No more than 90 days ahead	15 minutes before library closing

<sup>i</sup> Henrietta Public Library Code of Conduct, <https://hpl.org/about/policies/>