Webster Public Library | 980 Ridge Road | Webster, NY 14580 | P 585.872.7075 | websterlibrary.org

Community Room Use Policy

General Guidelines

- Primary use of this room is for library-sponsored activities, including fundraising events presented by library staff, the Friends of the Webster Public Library and/or other organizations affiliated with the Webster Public Library. Any remaining time may be scheduled by nonprofit organizations for educational, cultural, or civic activities on a first-come basis. Use of this room does not constitute endorsement of the group, the program content, or ideas represented by the group.

- The room may be used by each organization up to 4 times per year, pending approval by library staff.

- The library does not charge for use of the room, but we welcome donations to help defray operating costs.

- Priority will be given to Webster-based organizations.

- Applications must be submitted by an adult member (18 years or older) of the requesting organization at least two weeks but not more than two months in advance of the date being requested.

- The room can accommodate 70 people.

- Groups may not charge an admission fee or solicit contributions unless prior approval has been granted by the Library's Board of Trustees.

- Use of this room is not intended for private parties (birthdays, anniversaries, etc.)

- Final decisions about the room's use rest with the Library's Director and Board of Trustees.

Regulations

- Individuals and groups using the Community Room are required to abide by the library's Rules of Conduct.

- Publicity for events must identify the sponsoring organization and state that there is no admission charge. Unless otherwise discussed, publicity should clearly state that the Webster Public Library is not the sponsoring organization.

- Groups are welcome to offer light refreshments such as coffee and cookies, but no meals may be prepared in the building. Alcoholic beverages are not permitted in the Community Room, except for library-sponsored events as per the Rules of Conduct.

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Refuse must be deposited in the appropriate receptacle or taken from the premises when the organization leaves.

- The individual or organization requesting the room is responsible for any damage caused by the group.
- The room may only be used when the library is open, and groups must vacate the room at least 30 minutes before the library closes.
- The group using the room is responsible for setting it up and then leaving the room in order.
- The library is not responsible for articles left in any part of the building.
- The Information Desk (585-872-7075) should be notified as soon as possible if the room is not needed.

Interested groups may apply online at websterlibrary.org or through a reference staff member. Applicants will be notified by email or phone whether their applications are accepted or denied.

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