



OWWL LIBRARY SYSTEM

MEETING ROOM POLICY

The mission of the OWWL Library System is to support library services across Ontario, Wayne, Wyoming, and Livingston Counties. The System offers free use of its meeting rooms to organizations who work to further the System's mission by offering services that directly support the System or its member libraries. Use of the System's meeting rooms is granted on equal terms if the organization complies with the policy guidelines as stated.

OWWL Library System reserves the right to deny applications for use based on the guidelines of this policy, availability of space, staff coverage, past violation of the System policy, and frequency of use.

PROCEDURES AND GUIDELINES

OWWL Library System sponsored programs will receive priority in scheduling; outside, non-profit organizations will be considered on a first-come basis subject to the following procedures and guidelines:

RESERVATIONS

- An email request must be submitted to the Executive Director of the System by the sponsoring organization or representative with organization name, date/time of the meeting, contact information for the responsible party, a brief description of the meeting room use, and how the use of the meeting room will further the mission of the system. The System reserves the right to obtain additional information when necessary.
- Meeting rooms can only be used during the System's regular business hours: M-F, 8:30am - 4pm.
- Meeting rooms may be reserved up to three months ahead of the organization's meeting.
- Once a room request is approved, an organization can coordinate the request with the administration department.
- Audio/Visual equipment, if requested in advance, may be available for meeting room use.
- OWWL Library System will not supply materials for non-System sponsored events.
- Food and refreshments are permitted in select meeting rooms. A kitchenette can be made available upon request. The System does not permit the use of alcohol or open flames/external heating elements.
- Cancellation of a scheduled meeting room should be done two days before the use date.

MEETING ROOM USE

- OWWL Library System does not permit the use of its meeting rooms that may involve public events, commercial purposes, fundraising, illegal/hazardous activities, political campaigning, solicitations, or meetings that fail to support the mission of the System.
- Smoking, alcohol consumption, use of marijuana, or similar substances are not permitted on the System property. See Tobacco Use Policy for more information.
- Attendance shall not exceed the permitted capacity of the meeting room.
- Sponsoring organizations may rearrange tables and chairs for meetings; however, once the meeting has ended, the room must be returned to its original configuration.
- OWWL Library System maintains a “carry-in/carry-out policy” for meeting room use.
- Please be aware that meeting organizers and/or the attendees are responsible for any damage or personal property loss. Any damage to the room or equipment that warrants professional cleaning or repairs and associated costs will be borne by the requested party.

OTHER FACTORS

- Failure to comply with any of the System’s policies and guidelines may result in termination of the meeting and/or future loss of meeting room usage.
- Any organization meeting at the System does not have the System endorsement for the beliefs and policies of that organization.
- The sponsoring organization is responsible for its own publicity and should clearly state sponsor name, date, time and place of the event on all promotional materials.
- For damage to any room or equipment that necessitates professional cleaning or repairs, the meeting applicant will be held responsible for all associated costs.
- No group or organization may use the System’s logo to promote or advertise their meeting without prior approval of the Executive Director.
- Notice it is the System policy that if the Canandaigua City School District closes for inclement weather, then the System headquarters will cancel any prior scheduled meetings or activities.

ENTRANCE AND PARKING

Building entrances and meeting rooms are located at the east (far) end of the building. Free parking is also available at the east end of the building.

*Amended: March 8, 2023
Adopted: October 16, 2019*