

Community Room Policy Cazenovia Public Library



Policy: The mission of the Cazenovia Public Library is to help fulfill the recreational, informational, and cultural needs of all ages in the community by providing as many materials and services as possible and to maintain our community archives and unique museum collection. It is with this mission statement in mind that the library offers the use of its Community Room. The space is made available to all non-profit organizations on an equal basis. The library does not endorse the activities or views of those using the Community Room.

Availability: The Community Room is available free of charge for all non-profit groups and organizations. The room is available Monday through Friday, 9 AM – 8:50 PM, and Saturday, 10 AM – 4:50 PM (this includes setup and clean-up time for your event). The capacity of the room is 80 people. Library programs take precedence over all other programs and the library reserves the right to cancel a program, but if this is the case, adequate notice will be given.

Reservations: Reservations may be made by phone (315.655.9322) or in person at the circulation desk, up to one year in advance. Feel free to call the library and verify your room reservation. If the meeting must be cancelled, please notify the library as soon as possible.

Responsibilities: Groups are responsible for setting up the Community Room and for putting the room back in the way in which it was found. If the windows were opened, please remember to shut them upon leaving. Please keep the kitchen area clean. There are cleaning products and a vacuum available upon request. The door to the room is also kept locked. It is the groups' responsibility to keep track of the key, turn off the lights, lock the door after the event, and return the key to the circulation desk. Report any damage or accident to the Library Staff. The use of the Community Room must not interfere with normal Library use. No alcoholic beverages are to be served.

Equipment: The Community Room contains chairs, tables, a movie screen, a podium, a DVD player, an overhead projector, a slide projector, and a sound system. For microphones, DVD player, overhead projector and/or slide projector, a request for use must be made in advance so that the equipment will be available for use by the group.

The Staff at the Cazenovia Public Library thanks you in advance for your cooperation. We hope you will enjoy the use of our Community Room.