

Cuba Circulating Library

39 East Main St

Cuba, New York 14727

Phone: 585-968-1668

Fax: 585-968-3004

Cuba Library Community Room Use Guidelines

Please see the Community Room Use Policy for information regarding who may use the Community Room and associated fees for its use.

1. Please ask your attendees to park in the lot across the street.
2. Smoking is prohibited in the building. Individuals who choose to smoke outside the building must be 15 feet from the entrance.
3. Anyone who may be using the elevator should be made aware that the Emergency call button only sounds in the Library and that there is no phone in the elevator. Therefore if you are using the Community Room outside of regular Library business hours you should be aware of who is using the elevator and monitor their entry and exit into it. Call 911 in case the elevator gets stuck between floors or the doors fail to open.
4. The public restrooms are locked. There is a key for each restroom on the counter in the kitchenette. Rest rooms must be left neat.
5. Arranging tables and chairs is your responsibility. If you move tables and chairs, please return them to their original positions.
6. There is a \$25 cleaning fee if the kitchen or meeting area are not left clean. You must TAKE your trash with you. Please do not leave anything you brought in the refrigerator.
7. After your meeting, please set the heat at 60° in winter and the air conditioning at 80° in the summer. Please be sure the door to the Community Room is closed. If your meeting is after library hours, please turn off lights in the entryway (the switch is next to the book drop room). The hall and bathroom lights are on motion sensors and will turn off automatically.
8. The rear stair exit is to be used only in an emergency.
9. Unsupervised children should not be sent upstairs to the library.
10. All Community Room Users are responsible for signing out a key if access to the Community Room is needed outside of the Library's typical operating times. The key

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should be returned the **same day** as the event. If your event ends after the library is closed, please do not keep the key. Please drop the key in the book drop. Library staff will lock the front door. This will allow you to leave the building while also ensuring that the door is locked. Please be sure the door is pulled shut when you leave. There is a charge of \$250 for unreturned keys.

If you need help after hours, the Library Director may be contacted at 717-440-6363.

Community Room Use Guidelines revised and approved by the Cuba Circulating Library Board of Trustees on December 12, 2016.