



Town of Pittsford Room Use Rules & Regulations **for the Spiegel Pittsford Community Center and Milepost School House**

The following pertains to reserving rooms in the Spiegel Pittsford Community Center and the Mile Post School that are available for public reservations. Please carefully review the rules and regulations below.

1. All reservation requests submitted online or in person are subject to review and confirmation by Town of Pittsford staff.
2. Reservations are limited to Pittsford residents, businesses in Pittsford and groups comprised of at least 50% Pittsford residents. Persons applying on their own behalf or an organization's must be at least 21 years old and must be present in the reserved room at the time of the reservation and for the duration of the reservation.
3. Reservations are for private individual and group meetings and activities only and may not be used for purposes of business promotion. Reservations for events to be publicly promoted beyond the membership of the group and open to the general public are not allowed.
4. Reservation requests that may be disruptive to regular facility functions and operations are not allowed. Such requests would include, but are not limited to those that may exceed room capacities, create parking conflicts, pose a safety risk or disrupt in any way Town staff, patrons or other building users.
5. The person submitting the reservation is responsible for damage. A replacement fee will be charged for damage to furniture, flooring, room contents and for special cleaning. Decorations must be attached in ways that do not damage the room and shall be completely removed following your reservation. Use of confetti, glitter, rice and candles is prohibited. Room users are expected to leave the room as they found it. Town staff may require a security deposit in advance as a condition for a reservation and use of the room.
6. Reservation applications must have accurate and complete information, including without limitation information that fully and accurately describes the activities comprising the event for which reservation is sought. Submission of deceptive or misleading information or withholding of information necessary to describe an event accurately may result in cancelation of the reservation and ineligibility to make future reservations.
7. Reservations for fundraising, personal or commercial profit or religious services are prohibited. Political events other than town or village of Pittsford political committee meetings are also prohibited.
8. Facility users are not permitted to store items at any Town facility.
9. Meeting rooms are unavailable when the facility is closed due to holidays, inclement weather or other emergencies.
10. Room users must notify staff of a cancelation as soon as possible, preferably no later than within 48 business hours of the reservation.
11. The number of reservations made by any person or on behalf of any eligible group may be limited out of fairness to all.
12. Users must adhere to [Patrons Rules of Conduct](#).
13. The Town of Pittsford denies any liability for reservations not affiliated with Town programs and services.

Failure to follow the Town of Pittsford Room Use Rules and Regulations may result in cancelation of reservation and ineligibility to make future reservations.

Effective April 18, 2023