



15 LAFAYETTE AVENUE
BROOKLYN NY 11217
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CENTERFORFICTION.ORG

CODE OF CONDUCT

for Members, Visitors, and Staff

Welcome to The Center for Fiction. We are a nonprofit organization, and our mission is to support readers and writers of all ages and histories, and to build community through fiction.

This Code of Conduct lays out our expectations for the use of our shared spaces, to ensure the enjoyment of The Center by all members and visitors. The Center for Fiction is an inclusive space of belonging, dedicated to justice and equity. We welcome all to The Center, and it is a shared responsibility and expectation that our members, visitors, and staff foster a welcoming and inclusive community for all.

Hours

Bookstore and Café: Daily 9am–8pm

Member Library: Mon 11am–8pm; Tues–Sun 11am–6pm

Writers Studio: Daily 8am–10pm

All Visitors, Members and Staff

- Weapons, open flames of any kind, and illegal drugs are not allowed
- No smoking or vaping is allowed in any of CFF's spaces including the Terrace
- Alcoholic beverages from outside are not allowed
- Bicycles, roller skates, and skateboards are not allowed in the building
- Shirts and shoes are required
- Respectful and courteous behavior to staff and other visitors is required
- Yelling, swearing, threats, offensive or derogatory remarks and physically violent behavior of any kind are not allowed
- Except for in the Bookstore, dogs are allowed only if they are required for a disability (service animals)
- Use of large monitors is not allowed (Writers Studio desk spaces excluded); laptops only in spaces where allowed
- Please be advised that our wifi is not equipped to handle extensive streaming, downloads, etc.
- No soliciting (please note the first floor is a retail space for CFF)

General Members

- Member spaces include: Reading Room, Lounge, Terrace, Meeting Rooms
- Members can access the sections of our library collection that are housed downstairs in the cellar for browsing during library hours of operation by checking out the access card at the member desk. The cellar is closed to the public and to members outside of library hours.
- Key cards may not be used by anyone other than the Member

- Members may admit up to 3 guests per month, and must sign them in at the desk upon arrival
- Membership spaces, including the Terrace, are quiet but not silent spaces. Talking should be kept to low tones
- Talking on a cell phone or a video call is not allowed except in the phone booth
- Phone booth calls must be less than 20 minutes
- Use of keyboards is not allowed in the Reading Room; e-readers only
- Second floor Membership hours are subject to change as needed for the use of programming or space rentals
- Limited amounts of food and drinks are allowed. The Member is responsible for full clean-up. We encourage but do not require Members to purchase from the cafe.
- Shoes are required at all times; shoes on furniture are not allowed
- Sleeping is not allowed
- The Membership Library is not equipped to be a child-friendly space. Children under 12 are not allowed to stay for extended periods in the member spaces. A child may go upstairs in the building with an accompanying adult member for library check out or access to the restroom, etc.

Writers Studio

See Writers Studio Guide for usage detail. Find the [current version here](#).

Bookstore

- Cell phone calls must be brief and quiet – this includes Members
- Computer use in the bookstore is not allowed
- Only staff may use the ladders
- Dogs are allowed in the bookstore, but must be quiet and on leash

Café

- A purchase is required to use the café space, including Members
- Members may not use the café space when the café is closed
- Patrons may not go on the stage
- Patrons may not touch the books or use the ladders in the café. Members must request retrieval of books from library staff
- Patrons may not bring outside food or drink, or unpurchased bookstore merchandise into the café
- Patrons must use headphones on conference calls
- Only café staff are allowed behind the café counter

Complaints Procedure

Members or visitors who have feedback about the space, the staff, or anything that occurred at The Center should write an email to: inquiries@centerforfiction.org. The Center for Fiction will make best efforts to investigate and respond within 10 business days.

CFF may terminate membership if a member is determined to be using the space in violation of the Code of Conduct.