

USE OF THE MEETING ROOMS BY NON-LIBRARY GROUPS

General Policy

A meeting room is provided for local nonprofit organizations, which must be approved first by the Librarian, and secondly, if of a special nature, by the Board.

Meetings must be of a nature which conforms to the library's standards with no advocacy of a particular partisan issue or matter.

No monetary charge will be made, however ***donations are gratefully accepted.***

Failure to adhere to these rules may result in ejection from the library. Future requests for use of the meeting room will be rejected from groups who are found to be in violation of these rules.

Scheduling the Room

Library sponsored activities have priority and a group may be required to reschedule a meeting if it is in the best interest of the library's own activities.

Groups wishing to use the meeting rooms must submit a request at least one week in advance of the desired date.

Meetings may be scheduled no more than one year in advance. Groups requesting meeting facility reservations for multiple dates or a series of meetings must submit, in writing, a list of specific dates along with their request. If a recurring reservation is not used two times consecutively, all remaining reservations will be cancelled.

The library reserves the right to limit the number of reservations of any group so that all groups may have fair use of the facilities.

Requirements of Applicants

Numbers in attendance must be below the maximum set by the fire and safety standards.

Groups are responsible for maintaining order and are liable for any damage to library property. All library policies must be adhered to.

Adults must supervise juvenile groups. The Librarian will determine the ratio of adults to children. Groups whose meetings are intended for adults are not permitted to send unattended children of participants into the public areas of the library at any time.

Any group holding a meeting or event involving children is required to submit a current and valid copy of "Child Clearance" forms (such as the Pennsylvania State Police Request for Criminal Records Check [Act 34], Federal Criminal History Record [Act 114], Child Abuse History Clearance [Act 151]) for the person holding the meeting.

Groups will abide by the times specified at reservation. In particular, groups are responsible for making sure all participants have left the library *no later than 15 minutes before closing time*. Library staff are not responsible for advance warning that closing time is approaching.

Room setup is to be done by the group. The room must be returned to its original condition at the conclusion of each meeting. The library will supply folding meeting-style tables and chairs for use by groups. Trash should be collected and placed in the proper receptacles.

Because the meeting room is adjacent to the public areas of the library, groups are expected to maintain noise to reasonable levels.

Facilities Available

Groups may request use of the library's equipment such as CD player, television, overhead projector, LCD projector, etc. Only trained operators may use library equipment, and no library staff will attend the meeting to operate any equipment on behalf of a group. The library must be notified at least one week in advance if a group wishes to reserve use of the equipment. No technical assistance is available if a group chooses to use their own equipment.

No surfaces may be used to affix materials inside or outside the meeting room without prior approval by the Librarian.

General Policies

The library reserves the right to make available the name and phone number of the person or group using the room to anyone inquiring about the event.

No alcoholic beverages, illegal drugs or tobacco products are permitted in the library or on library grounds.

Allowing use of the meeting room does not connote sponsorship of the event nor endorsement of the group's policies or beliefs. Neither the name nor the address of the library may be used as the official address or headquarters of the group.

Groups using the meeting room must abide by standard non-discriminatory policies and meet the *Americans with Disabilities Act*.

The Board and/or Librarian may deny use of the room to groups whose mission is incompatible with the library's own.

Groups are not permitted to use the room for for-profit activities including but not limited to sales, recruitment of customers, or providing services for a fee to participants.

Persons or groups using the room must show proof of insurance / certificate of liability for their group.

In the event of inclement weather, utility outage or other emergency, the Librarian may cancel scheduled meetings. If a cancellation becomes necessary, the library need only notify the person who made the reservation. In the event of such a cancellation, the library shall have no liability for any loss or expense if the applicant chooses not to reschedule.

The Board reserves the final authority to approve or deny requests for use of the meeting room.

Failure to adhere to these rules may result in ejection from the library. Future requests for use of the meeting room will be rejected from groups who are found to be in violation of these rules.

Approved 2007