

## BETHEL PARK PUBLIC LIBRARY

**POLICY NUMBER:** 111

**TITLE:** Meeting Room Use Policy

**DATE ISSUED:** July 2009; Revised July 2014, January 2017, **July 2018**

**PURPOSE:** To set forth the terms governing the use of the library's program room and/or study rooms. The terms "meeting room" or "room" refer to both types of spaces.

### **STATEMENT OF POLICY:**

Bethel Park Public Library (BPPL) provides meeting space for library programs and for other meetings/activities of an informational, educational, cultural, or civic nature. The library meeting rooms are available to the community consistent with the library's mission of providing services to inform, inspire and enrich the community. Use of the facilities by other groups or individuals is allowed when not needed by Library or Library-related activities, programs, and meetings and when such use does not interfere with or disrupt the programs, activities and normal operations of the Library, or cause a security risk or safety hazard to Library staff, property or patrons.

### **PURPOSE AND USE:**

1. Use of a meeting room is free of charge to non-profit, civic, social, cultural, educational, and governmental organizations, as long as the meetings or programs held complement the mission of the library, are open to the public, are free of charge, and are not held with intention of generating revenue.
2. Meeting rooms cannot serve as a permanent or regular public meeting location for any non-Library or non-Library related group. To allow all members of the community the opportunity to use a Library's meeting room, room reservation may occur up to two weeks in advance. A group or individual who wishes to reserve the program room further in advance shall request written permission from the Library Director.
3. Permission to use the program room is revocable and does not constitute a lease. Permission previously granted to a group or organization to use the program room may be canceled at any time by the Library Director or Library Board, if it is determined that the meeting/activity scheduled does not comply with the policy set forth or if the building is closed for an unforeseen problem (weather, no heat, water, etc.).
4. An individual, group or organization must notify the library within 24 hours of the scheduled activity if they need to cancel a program room reservation. Failure to do so may result in not being able to use the room for a period of six (6) months. Furthermore, a room reservation will be considered forfeited if the group or individual does not arrive or call within thirty (30) minutes of the scheduled time and the room may be released to another group or individual.
5. The maximum time that a room may be reserved is four (4) hours per day.
6. So that the room may be utilized by as many community members as possible, any individual, group or organization will be limited to three room reservations per week.
7. **Unreserved rooms may be used by the public on a first-come first-served basis.**
8. Users of the library facility must comply with all applicable state and federal laws, local ordinances, and the policies of the building owners, namely Municipality of Bethel Park. Any unlawful activity shall be the basis to deny use of the library meeting room in the future.
9. The library assumes no responsibility for damage to, or theft of, any item displayed or exhibited in a meeting room. All items are placed in a meeting room at the owner's risk.
10. Equipment, materials, or furniture belonging to any group shall not be stored in the library.

11. Library-related activities take precedence in scheduling the use of the room.
12. Attendance in a meeting room is limited to that number permitted under fire code regulations.

#### **CONDITIONS OF USE**

1. **Room Arrangement:** Chairs and tables are available for groups or individuals to set up to meet their particular needs. The library cannot assume responsibility for setting up the room for non-library-related meetings/activities. When the meeting is completed, the room must be cleaned up with all furniture returned the way it was found.
2. **Schedule:** Meetings must be held during regular library operating hours. Meetings rooms must be vacated at least ten (10) minutes before library closing.
3. **Food and Drink:** Food and drink may be consumed in the meeting rooms.
4. **Clean-up and Damage:** The sponsoring group or organization assumes all responsibility for damage to library or municipal property and for leaving the premises in the condition in which it was found, including the arrangement of furnishing and cleaning up of trash. Damage to the facility or equipment will be billed to the group or individual responsible for the room and could result in restriction from further use.

#### **RESERVATION REQUIREMENTS**

1. Library meeting rooms may be reserved only by a card-holding user of any public library in Allegheny County following submission of a written application (Appendix A), which shall be reviewed and approved by the Library Director or staff member he/she designates. No telephone reservations will be accepted. An authorized member of the group must sign the meeting room request form. By signing the request form, the applicant agrees that:
  - a. They have read the rules and regulations for the library program room and understand them.
  - b. They understand that any failure to abide by these rules and regulations may result in forfeiture of rights to use the room for a period of six (6) months.
  - c. They accept financial responsibility for any and all damages caused to the building or equipment beyond normal wear.
  - d. They agree that no admission fees, free-will offerings or dues may be collected.
  - e. They certify that use of the meeting room is not for profit of a business, regardless of purpose.
2. The library will not provide porter service to carry supplies and custodial help is not available for other than normal room maintenance. Library staff is not available to assist with meetings or to operate equipment.

## **APPENDIX A**

### **Program Room Reservation Form**

**BETHEL PARK PUBLIC LIBRARY**  
**Program Room Reservation Form**

It is your responsibility to familiarize yourself with the library's Meeting Room Use Policy to ensure your meeting qualifies to be held at the library. The library does not charge for the use of the program room; we do, however, welcome donations from groups using the room. You may return this form in person or mail it to: Bethel Park Public Library 5100 W. Library Avenue Bethel Park, PA 15102

**Organization/Individual Information**

Organization/Individual's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone Day \_\_\_\_\_ Evening \_\_\_\_\_

Email \_\_\_\_\_

**Event Information**

Event Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (not to exceed 4 hours)

Title and description of event: \_\_\_\_\_

\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Children \_\_\_\_\_ Adults

Proposed format (circle one):            Lecture Discussion Group            Workshop

                 Study Room            Other (specify) \_\_\_\_\_

Refreshments Provided \_\_\_\_\_ YES            \_\_\_\_\_ NO

The library assumes no responsibility for any equipment, supplies or materials brought to the library by any group or individual attending the meeting; nor does it assume any liability for groups or individuals attending a meeting/activity in the library. Any person or group using the program room shall agree to indemnify and hold harmless Bethel Park Public Library and its representatives from any and all claims which may arise with regard to the use of the room. The library assumes no responsibility for damage to, or theft of, any item displayed or exhibited in the program room. All items are placed in the meeting room at the owner's risk.

***I understand that the meeting room may not be used for sales, solicitation, profit of a business or other commercial purposes.*** I realize that failure to give twenty-four (24) hours notice of cancellation may result in a ban on room use for a minimum of six (6) months. I agree to report any injury or accident occurring on the premises. I agree to abide by these and all other terms and conditions as set forth in the Bethel Park Public Library Meeting Room Use Policy, and hereby acknowledge receipt of a copy of said policy.

**I AM NOT CHARGING A FEE OR BEING CHARGED A FEE FOR THE ACTIVITY TAKING PLACE IN THE LIBRARY MEETING ROOM.**

Date \_\_\_\_\_

Signature \_\_\_\_\_

Library Barcode \_\_\_\_\_