

Cooper-Siegel Community Library Meeting Room Policy

STATEMENT OF POLICY: The library provides meeting and study room space for programs, meetings and other events of informational, educational, cultural, or civic natures. Rooms may be used when not needed by the library and when that use does not interfere with programs and normal operations of the library.

PURPOSE AND USE:

- 1.1 Our meeting rooms are free-of-charge to non-profit organizations, as long as the event is open to the public, free of charge, and does not intend to generate revenue.
- 1.2 Our rooms cannot serve as a permanent or regular public meeting place for non-library-related groups. Recurring use of our spaces for non-meetings or programs may occur only on a semi-annual basis. A group or individual that wishes to use our space with greater frequency or for a number of consecutive days can request permission from the Reference Department.
- 1.3 Our larger program room is limited to that number which is permitted under Fire Code regulations (limited to 192 people standing and 137 people seated).
- 1.4 Permission to use our rooms does not imply Library endorsement of the views, opinions, policies or activities of groups or organizations using the Library's rooms. Any announcement or publicity implying such endorsement is prohibited. The Library board, Director, and staff are not responsible for the accuracy, use or consequences of statements made during such meetings.
- 1.5 Library rooms may not be used for commercial purposes by non-Library groups to further the business interests of private individuals, companies, or for-profit associations, or in violation of the constitutional provisions regarding the separation of church and state. Outside groups using our spaces won't charge an admission fee or sell materials, goods, or services for private profit or gain. Exceptions are Library and Library-related programs. Organizations may collect dues at a meeting but cannot make payment of dues a requirement for attendance at a meeting.
- 1.6 Permission to use rooms is revocable and does not constitute a lease. The Library reserves the right to cancel and/or reschedule any meeting by giving 2 weeks advance notice before the meeting. Permission previously granted to a group to use a room may be canceled at any time by the Library board or Director if it is determined that the meeting does not comply with our policies.
- 1.7 Groups must notify the Library if they need to cancel a room reservation so that the space is made available to others. If a group fails to notify the Library of the need or intent to cancel use of meeting rooms within 24 hours of scheduled use, the group may not be accorded use in the future.
- 1.8 If the Library must cancel the use of a meeting room, the Library staff will notify the group or individual as soon as possible. In the event of inclement weather when the Library may have to close, groups or individuals should check the Library's website or call the Library for the recorded message about the Library closings.
- 1.9 All users of the Library must comply with all applicable state and federal laws and local ordinances. Unlawful activity shall not be permitted in meeting rooms and such activity shall be a basis to deny use of the Library rooms by those violating this policy.

ELIGIBILITY AND ALLOCATIONS FOR USE:

2.1 The Library reserves the right to reserve its rooms according to the library's needs. In general, the Library allows groups to reserve rooms on a first-come, first-served basis or, in case of a conflict, according to the following order of priority:

1. Library programs that involve the efforts of library staff;
2. local government meetings/programs – official meetings or programs of the local municipal governments, Allegheny County, or Commonwealth of Pennsylvania agencies or departments;
3. programs sponsored by *not for profit* groups of an educational, cultural, civic or social nature prepared for the public;
4. Meetings of *not for profit* groups for educational, cultural, civic or social purposes;
5. Meetings of *for profit* businesses/organizations including classes, workshops, etc.

RESERVATION REQUIREMENTS:

3.1 The Program room may be reserved by completing a Rental Agreement with attached copy of the Room Rental Policy either by phone or in person. The 4 Library study rooms may be reserved by using our online room reservation software found on the library website or by contacting the reference department. If using for tutoring, fees may apply.

3.2 By signing the Rental Agreement the applicant agrees that:

- They have read all rules and regulations for the Library rooms and understand them.
- They understand that any failure to abide by these regulations may cause a forfeiture of rights to use the room for 6 months.
- They accept financial responsibility for any and all damage caused to the building or equipment beyond normal wear.

3.3 Registering participants for non-library-related programs will be the responsibility of the sponsoring group.

3.4 The library will not provide any setup nor custodial assistance. Library staff is unable to assist with meetings or operate equipment.

EQUIPMENT:

4.1 AV equipment is available in the Verne Koch Program Room:

- lighted podium
- 2 wireless microphones
- JBL speakers
- ceiling mounted high-definition video projector
- compatible PC laptop.

It is not the responsibility of the Library staff to operate this equipment. While there are instructions posted in the equipment cabinet, if a user wishes to operate this equipment, the user *must* make arrangements with the reference department in advance of the day of the meeting in order to get complete operating instructions.

4.2 Users are responsible for returning equipment where it was found and in the condition it is received. Any damage will be evaluated by library staff and an invoice will be issued to the user. The library assumes no responsibility for any equipment, supplies or materials brought to the library by any group or individual attending an event; nor does it assume any liability for groups or individuals attending a meeting in the Library.

4.3 For, and in consideration of the use of a meeting room, any person or group using a meeting room shall agree to indemnify and hold harmless the Cooper-Siegel Community Library and its representatives from and against any and all claims, demands, judgments, settlements, damages, actions, causes of actions, injuries, administrative orders, consent agreements and orders, liabilities, penalties, costs and expenses of any kind whatsoever, which may arise or be asserted, directly or indirectly, with regard to the use of the room.

4.4 The Library assumes no responsibility for damage to, or theft of, any item displayed or exhibited in the meeting room. All items are placed in the meeting room at the owner's risk.

4.5 Unauthorized use of data, fax, and voice jacks is prohibited.

CONDITIONS OF USE:

5.1 Arrangements:

5.1.1 Groups wishing to use Library rooms must contact the library for a Rental Agreement and copy of the library meeting room policy.

5.1.2 Room arrangement: chairs and tables are available for groups to set up to meet their specific needs. The Library is not responsible for setting up the rooms for non-library meetings. Each group handles its own room setup and may arrange the furniture as long as it will not be in a position to be damaged. The user will notify the library at the time of reservation how many chairs and tables will be needed for the event. Walls, windows and the projection screen may not be used for mounting or hanging any types of materials. **Tables and chairs must be returned to their original positions per the instructions provided by the Library.** Smoking and the use of tobacco products and illegal drugs are prohibited in the Library.

5.2 Schedule

5.2.1 Meetings must be held during regular Library hours unless prior approval was secured from library staff.

5.2.2 **All events must end at least 10 minutes before library closing time** so that the room can be cleared or prepared for other meetings. Exceptions may be made for library-related programs.

5.3 Equipment and Media

5.3.1 In the Verne Koch Program Room we can provide:

- lighted podium
- 2 wireless microphones
- JBL speakers
- ceiling mounted high-definition video projector
- compatible PC laptop
- large rolling white board with markers/eraser

5.3.2 We can offer an additional LCD projector and large rolling white board. Please request these at the time of the registration as Library staff may need them. The Library is not responsible for replacing a non-functioning projector bulb during an event as this is out of the control of Library staff.

5.3.3 Users are responsible for returning equipment in the condition it is received. Any damage will be evaluated by library staff and an invoice will be issued to the user.

5.3.4 Equipment, materials, or furniture belonging to the user may not be stored at the library.

5.4 Food and drink

5.4.1 The user must notify the library at the time of reservation if the event will include food and drink.

5.4.2 Alcohol is only permitted to be served with the approval of library staff, and must be approved at the time of reservation. The user must follow the laws governing alcohol use.

5.5 Use of kitchen

5.5.1 The library's kitchen has a refrigerator, microwave and toaster oven. Use of the kitchen is included with the reservation of the Verne Koch Program Room. Use of the kitchen *may* be permitted with the approval of Library staff in conjunction with other room rentals.

5.5.2 Users may not use any library supplies, food items or any other items in the kitchen. Basic cleaning supplies will be provided by the Library.

5.5.3 Users must leave the kitchen neat and clean after use.

5.6 Cleanup and damage

5.6.1 The user assumes all responsibility for damage to library property and for leaving the premises in the condition in which it was found, including the arrangement of furniture (see section 5.1.2). At the conclusion of the event the room used must be cleaned. This includes cleaning all tables, surfaces,

chairs and carpeting and assuring all other parts of the library used are in their original conditions. Trash will be disposed of per the instructions of Library staff. An invoice will be issued to the user if the Library staff has to remove trash or clean any room beyond normal maintenance because of negligence by the user.

5.6.2 Damage to the library will be invoiced to the user and may result in future restriction in using library meeting rooms.

5.7 Accidents and injuries must be reported to library staff as soon as possible.

5.8 Babysitting services for children of event attendees is not provided by the library. Event attendees may not leave children under 8 years of age unattended in the library or in the temporary care of another child.

APPEAL AND REVIEW:

6.1 The Library Director and Board of Directors of the Cooper-Siegel Community Library reserve the right to review this policy and regulations periodically and make changes to them at any time.

6.2 Appeals for changes in, or exceptions to, any portion of the meeting room policy will be considered. Any individual or organization wishing to file an appeal shall submit it to the Library Director in writing.

AVAILABLE ROOMS:

McLaughlin Conference Room

This room is available to all patrons on a first-come, first-served basis. Individuals or groups may rent this room.

- Furnished with 8-10 chairs surrounding a rectangular conference table.
- Food and beverages are permitted

Fee Structure:

Standard Hours are the Library hours of operation. Non-standard hours may be booked but will incur an additional fee.

- Non-profit rate: \$20/hour
- Corporate rate: \$50/hour

Scott Family Reading Room

This room is available to all patrons on a first-come, first-served basis. Individuals or groups may rent this room.

- Furnished with 3 small tables with 6 chairs, 2 upholstered chairs, an upholstered sofa and a gas-log fireplace.

Fee Structure:

Standard Hours are the Library hours of operation. Non-standard hours may be booked and will incur an additional fee.

- Non-profit rate: \$20/hour

- Corporate rate: \$50/hour

Verne Koch Program Room

This room is available to all patrons on a first-come, first-served basis. Individuals or groups may rent this room. Located on the lower level of the library. This room is carpeted and comes equipped with a projection screen, ceiling-mounted projector, mounted speakers, 2 mics, lit-podium, 12 tables, 100 chairs and counter space.

- Tables are on wheels and can be arranged in numerous configurations.
- Adjacent kitchen is included with rental

Fee Structure:

Standard Hours are the library hours of operation. Non-standard hours may be booked but will incur an additional fee.

- Non-profit rate: \$30/hour
- Corporate rate: \$60/hour

Study Rooms

Use of the Library study rooms is available at no charge for up to 3 hours/day. 4 study rooms are available:

Wean Family Group Study Room

- Furnished with 2 chairs and a table.

John and Nancy Traina Group Study Room

- Furnished with 4 chairs and a table.

William Randolph Hearst Study Room

- Furnished with 6 chairs and a table.

McLaughlin Conference Room

- Furnished with 10-12 chairs and a large rectangular table.

Tutors are asked to reserve study rooms for sessions using the Library's online booking software accessible from the Library website or by calling the Library. The Library charges \$5 per hour, per student in each room. There is no charge for tutors whose services are free. Fees may be paid prior to or at the time of the room reservation. Please see our tutoring policy on our website for more detailed information.

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