

Community Library Association Meeting Room Policy

The library is a public facility with simultaneous users. We provide 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.

CLA WILL:

- In regards to the room reservation process, CLA **will**:
 - Provide an easy reservation process, available online [here](#).
 - Cancel room reservation requests not paid within 48 hours.
 - Reserve the right to book our rooms according to the library's needs. We allow groups to reserve rooms on a first-come, first-served basis or, in case of a conflict, according to this hierarchy:
 - library programs that involve the efforts of library staff;
 - local government meetings/programs – official meetings or programs of the local municipal governments, Allegheny County, or Commonwealth of Pennsylvania agencies or departments;
 - programs sponsored by *not-for-profit* groups of an educational, cultural, civic or social nature prepared for the public;
 - meetings of *not-for-profit* groups for educational, cultural, civic or social purposes;
 - meetings of *for-profit* businesses/organizations including classes, workshops, etc.
 - Reserve the right to cancel a contract, providing a two-week cancellation to the renter in which case fees will be fully refunded.
- In regards to room use, CLA **will**:
 - Provide assistance (scheduled prior to your event date) with AV equipment. We are unable to help with custodial duties or tech assistance during your event.
 - Allow use of our meeting rooms to non-profit organizations at no cost for events that are: open to the public, free of charge and do not generate revenue.
 - Provide cleaning supplies: a vacuum, broom and dustbin, trash bags, paper towels and all-purpose cleaner.
 - Place trash and recyclables in dumpster.
 - Allow use of our rooms for occasional and/or one-time events only.
- In regards to room reservation support, CLA **will**:
 - Make every effort to notify groups scheduled to use the room when the library closes due to an emergency.
 - When adverse weather is forecast, renter should monitor website at www.coopersiegelcommunitylibrary.org for delays or unscheduled closings.
 - Evaluate any damage and issue an invoice for repair or replacement fees. Damage to the library and library property will be invoiced to the renter and may result in future restriction in using library meeting rooms.
 - Reserve the right to review this policy and regulations periodically and make changes to them at any time.
 - Consider appeals for changes in, or exceptions to, any portion of this policy. Anyone wishing to file an appeal can contact the Library Director.

CLA WILL NOT:

- In regards to event types, CLA will **not**:
 - Allow rooms to 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 (CLA and library-related programs are exempt).
 - Offer our spaces for permanent or regular public meetings with non-library-related groups. If you do wish to use our space with greater frequency or for consecutive days, please call the Information Services Department.
- In regards to event management, CLA will **not**:
 - Provide babysitting services for children of event attendees.
 - Manage reservations for non-library related programs, meetings or events
 - Assume responsibility/liability for:
 - any equipment, supplies or materials brought to the library by any group or individual attending an event;
 - groups or individuals attending a meeting in the library;
 - any damage to, or theft of items displayed or exhibited in the rooms;
 - loss or damage to renter's property before, during or after a meeting.
- In regards to room use, CLA will **not**:
 - Authorize use of data and voice jacks.
 - Allow use of the hallways.
 - Provide any paper products, glassware or supplies.
 - Operate any AV equipment. There are instructions posted in the cabinet in the Verne C. Koch Program Room for reference.

THE RENTER WILL:

- In regards to event management, the renter **will**:
 - Provide a registration method and/or ticketing process for your participants.
 - Advertise and share information about your event.
 - Agree that you've read our meeting room policy which means you:
 - have read all the rules and regulations for the CLA rooms and understand them.
 - understand that any failure to abide by these regulations may cause a forfeiture of rights to use CLA rooms.
 - accept financial responsibility for any and all damage caused to the building or equipment beyond normal wear.
 - Comply with all applicable state and federal laws and local ordinances.
 - Work with Zoup! Eatery if you're able, which is the on-site preferred caterer and can be reached at (412) 799-6464. They are located at 1137 Freeport Road.
 - Check our website or call for the recorded message about the library closings in the case of bad weather.
 - Agree to indemnify and hold harmless CLA 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 rooms.

- Be at least 18 years of age.
- In regards to room prep and cleanup, the renter **will**:
 - Notify the library of the number of tables and chairs needed at the time of your reservation.
 - Set up and move chairs and tables as needed and put away chairs and tables after the event as designated by the library.
 - Return the room to its original condition including cleaning all tables, surfaces, chairs, vacuuming carpeting and assuring all other parts of the space are in their original conditions.
 - Place bagged trash and recyclables in kitchen.
 - Remove/bag all items brought in, including any decorations, balloons, table coverings, food items, beverage cans and containers, boxes, food/candy wrappings etc. and place in kitchen.
 - Alert Library staff immediately of any damage in the room, including spills of food or drink onto the floor.
- In regards to room use, the renter **will**:
 - Finalize payment within 48 hours of reservation request.
 - Request permission to use beer/wine if needed at the time of your reservation. The renter must follow the laws governing beer/wine use.
 - Leave the room and premises in the condition in which it was found, including the arrangement of furniture.
 - Follow food safety regulations.
 - Assume all responsibility for any damage to library property.
 - Report accidents and injuries via an incident report to library staff as soon as possible.
 - End events/meetings and vacate and clean rooms 15 minutes prior to reservation end time and/or library closing.
 - Supervise children at all times.
 - Return equipment where it was found and in the condition it was received.
 - Remove all personal equipment, materials, or furniture.
 - Remove decorations and tape.
 - Understand that all items brought into the meeting room are done so at your own risk.
 - Make arrangements with the library in advance of your event to learn about the AV equipment if you plan to use it.
 - Be responsible for any equipment, supplies or materials you bring to the library.
 - Be present at the event.
 - Use electrical, plumbing, sanitary, heating and other facilities responsibly.

THE RENTER WILL NOT:

- In regards to room reservation, the renter will **not**:
 - Request a room reservation more than 6 months in advance of your event.
- In regards to room use, the renter will **not**:
 - Bring any animal other than an official US Service Animal (current registration must be provided).
 - Use tobacco products or illegal drugs.
 - Charge:
 - for beer/wine;
 - admission fees/dues or sell products or services for private profit or gain;
 - Allow children to run through halls, play in restrooms, pull books, magazines or literature off shelves.
 - Use any library supplies, food items or any other items stored in our kitchen.

- Engage in gambling, games of chance or raffles.
- Affix anything to painted walls or wood surfaces.

LEGALITIES

- Failure to properly clean up may result in a \$50 cleaning fee.
- Permission to use rooms is revocable and does not constitute a lease. CLA reserves the right to cancel and/or reschedule any meeting. Permission previously granted to a group to use a room may be canceled at any time by the board or Director if it is determined that the meeting does not comply with our policies.
- Room deposits are non-refundable and non-transferable. A two-week notice is required for all cancellations. If you cancel within two weeks of your rental date, any fees paid to date will be forfeited.
- Permission must be obtained from the library to serve beer/wine. Any group or individual using the building must obey all rules of the Commonwealth of Pennsylvania pertaining to beer/wine. CLA is not responsible for any personal damage that occurs due to beer/wine use. The library strongly encourages you to promote responsible behavior and not allow guests to drive a motor vehicle under the influence of alcohol. The CLA is a non-smoking facility. Local authorities will be contacted if laws are not obeyed and/or behavior becomes unruly.
- Renter and guests must comply with all ordinances, rules, regulations and laws of any public authorities, boards and personnel relating to the facility or use thereof including, without limitation, CLA and Borough of Fox Chapel. Further, Renter shall not use or occupy any part thereof for any purpose of use in violation of any law, statute, or ordinance, whether federal, state, or municipal, or in violation of any rule or regulation of CLA which CLA has adopted or may adopt from time to time.
- Unlawful activity shall be a basis to deny use of the library spaces by those violating this policy.
- Renter shall indemnify, defend and hold CLA harmless from and against any and all claims, demands, liabilities, costs, and expenses arising out of the renter's negligence in connection with, any accident, injury or damage whatsoever caused to any person or property arising, directly or indirectly, out of classes or events held at the facility, and from any act or omission of renter or its agents, contractors, servants, employees, representatives, or invitees, including, without limitation actual damages suffered by CLA out of any breach of this agreement.

Failure to comply with the above may result in the termination of this agreement.