

POTTSVILLE FREE PUBLIC LIBRARY

PROGRAMS AND MEETING ROOM/SPACE POLICY

The Pottsville Free Public Library provides a meeting room and meeting space for Library programs and for other meetings and programs of an informational, educational, cultural, or civic nature. The primary purpose of the meeting room/space is to support Library functions and to promote the Library's program of service to the community. When not in use for library-sponsored programming, which will take precedence over any other use, this meeting room/space will be available on a first come first serve basis as outlined in this policy. The Library does not discriminate with regard to race, religion, sex or political belief in making meeting space available to any person or group.

The Pottsville Free Public Library subscribes to the principles set forth in the American Library Association's "Library Bill of Rights" as amended January 23, 1980 and reaffirmed January 23, 1996. The Library provides this space as a public service but does not endorse the view or opinions of the groups utilizing these facilities.

Since the Pottsville Free Public Library is a public institution, supported by public funds, ALL PROGRAMS OR MEETINGS MUST BE OPEN TO THE PUBLIC AT LARGE. The meeting room capacity is 20 people. Space is also available for larger groups. The meeting room is also available to closed groups or individuals for educational or legal purposes, not open to the public, for a fee.

The Library Director, or a designee, authorizes use of the meeting room/space and maintains the schedule. If a question is raised as to the objectives and/or activities of any group or organization requesting use of the meeting room/space, the Pottsville Free Public Library Board of Directors has the final authority in granting or refusing permission for the use of the room/space.

The Pottsville Free Public Library shall be held harmless from any injuries or accidents arising out of any group or individuals use of its facilities.

The following regulations apply to the use of the meeting room/space and any departure from them must be noted and authorized in writing by the Library Director on the "Application for Use of the Pottsville Free Public Library Program/Meeting Room/Space".

I. AVAILABILITY

- The meeting room/space is available ½ hour after opening until ½ hour before closing during the normal hours of operation of the Pottsville Free Public Library. The normal hours of operation are:

Monday, Tuesday, Wednesday and Thursday 8:30 a.m. – 7:30 p.m.

Friday and Saturday 8:30 a.m. – 5 p.m.

Closed Sunday

The meeting room/space would be available:

Monday, Tuesday, Wednesday and Thursday 9:00 a.m. – 7 p.m.

Friday and Saturday 9:00 a.m. – 4:30 p.m.

Closed Sunday

(The room/space must be cleaned, furniture rearranged, and the room vacant by these closing times.)

- The Library is closed on National Holidays. Ask the Library Director for the Holiday and Closing schedule.
- The Library reserves the right to schedule and make room assignments according to the Library's needs. Additionally, the Library reserves the right to alter the meeting schedule. If a group needs to be bumped or a meeting moved because of a scheduling conflict the Library will notify the group planning to use the room/space

at least 2 weeks in advance that their meeting must be changed. Within the 2 weeks of a group's meeting, the Library will do everything possible to ensure the date of that meeting for the group.

- In general, the Library allows groups to reserve the meeting room/space on a first come, first serve basis, or (in case of conflict) according to the following order of priority:
 - Library programs or meetings
 - Local government meetings or programs
 - Area or state government agencies or department meetings
 - Meetings or programs of non-profit educational, cultural, civic, or social organizations
 - Activities of for-profit organizations/businesses
- Priority is also given to groups with members or businesses that reside in the Pottsville Area.
- The Library facilities are not available for private social functions.
- The Library facilities are not available for programs or gatherings that present a clear and present danger to the welfare of the participants, attendees, Library staff and patrons, and/or the community.
- The Library facilities are not available for programs not suitable for the Library's physical facilities or that would interfere with the Library's work by causing excessive noise, safety hazard, security risk, etc.
- The meeting room/space may not serve as headquarters of a group or organization. Organizations may not use the name, telephone number or address of the Library, even on a temporary basis, except for notification of location of a specific meeting. Promotion of non-library events must not imply Library sponsorship or endorsement. All promotional materials, flyers, and press releases must include the following statement: Use of the Library meeting room/space by [insert group or organization name] does not constitute an endorsement by the Library of [the group's] policies or beliefs.
- In the event that a scheduled meeting is cancelled, the group shall notify the Library as soon as possible so that the space may be made available to others.
- In the event of inclement weather when the Library may have to close, every effort will be made to contact the group as soon as possible after the decision is made to close the Library. During inclement weather, the Group Organizer or President should also call the Library to ensure that the Library is still open for the meeting.

II. FEES

- The use of the meeting room is free of charge to non-profit, civic, social, cultural, educational, and governmental organizations, as long as the meetings or programs they hold are open to the public, are free of charge and are not held with the intentions of generating revenue. Donations from such programs are welcomed and appreciated.
- Admission charges and sales are permitted. However, the Library charges a fee for the meeting room/space by organizations generating revenue in the Library meeting room/space. This includes proceeds from sales, admission or attendance fees, or tuition. Also included are meetings where a sales presentation is made, regardless of whether goods or services are sold at the meeting. This policy includes not-for-profit and for-profit groups along with government organizations.
- The fees assessed for For-profit groups or businesses using or reserving the meeting room/space, along with Non-profits generating revenue is \$50 for up to 4 hours and \$100 for all day use or 10% of proceeds whichever is greater. No refunds will be issued if the reservation is cancelled less than 24 hours in advance of the meeting/event, by the entity requesting the use of the space.
- A billing arrangement must be made at the time of reservation or filing the application to use the room/space.

- Any group that fails to pay their bill (or any bill for payment of damages or custodial fees) within thirty calendar days of being billed will be denied meeting room/space use privileges until the account is cleared and will be required to pay in advance for any future use of the room/space.

III. SCHEDULING & BOOKING

- To reserve the room/space the group or organization must complete the “Application for Use of the Pottsville Free Public Library Program/Meeting Room/Space” which is available from the Library. The form must be turned into the Library at least three weeks prior to the date you are requesting to use the room.
- The application must get approval from the Library Director before it is considered valid.
- For all members of the community wishing to use the Library’s meeting room/space facilities, repeated use of the meeting room/space may not occur on more than a once a month basis. A group or individual that wishes to use the facilities with greater frequency or for a number of consecutive days must get the approval of the Library Director.
- Requests for dates will not be taken more than 6 months in advance.
- Likewise only one date per application. A new application must be completed for each date requested. Standing bookings cannot be made.
- The Library reserves the right to require liability insurance from any group using room/space.

IV. CHECK-IN & CHECK-OUT

- Representatives of each group are to check-in with library personnel at the front desk before each meeting. If needed a quick tour of the room/space will be provided to familiarize the group’s representative with the location of various items (bathrooms, exits, etc.) and to unlock the doors.
- Upon completion of the meeting, a representative of the group must notify the library personnel at the front desk and a walkthrough of the room will be conducted with them before leaving.

V. FURNITURE ARRANGEMENT

- All groups must return all chairs, tables and other furniture to their original positions after use of the room/space.
- The meeting room only has the chairs and tables that are in the room available for use and groups are welcome to use them as long as the furnishings are not at risk of damage by their use. The meeting spaces can be set up in classroom style (tables and chairs) or audience style (chairs only) according to the needs of the group. This must be indicated on the application. (A limited number of tables are available.)
- Walls may not be used for mounting or hanging of pictures, displays, posters, banners, etc.
- No signs, billboards, posters or banners may be placed outside the building. Nor may any of the Library furniture or equipment be placed outside of the building.
- Equipment, materials or furniture belonging to any group cannot be stored in the Library nor can library staff assist in carrying supplies and materials to the meeting room/space.

VI. FOOD AND DRINK

- If light refreshments are to be served, this must be indicated on the application form. Groups must supply their own refreshments and paper products. No kitchen facilities are available. The group may be liable for custodial maintenance or repair of the facilities if damaged and/or soiled to a degree requiring excessive cleaning services.

- Alcoholic beverages are not permitted.
- Clean up is the responsibility of the group or organization using the facility.
- The Library will not provide dishes, utensils, or kitchen equipment. The Library does not supply coffee, filters, or condiments.
- No food or drink shall be left in the meeting room/space.
- The Library does not provide refreshments and/or drinks to any groups or programs that are not strictly Library functions.

VII. CLEAN UP & JANITORIAL FEES

- All groups must return all chairs, tables, and other furniture to their original positions after use of the room/space.
- All trash, garbage, boxes, etc. that does not fit into the provided waste can, must be taken with the group when they leave.
- The sponsoring group or individual making application for the use of the facilities assumes all responsibility for damage to Library property and for leaving the premises in the condition in which it was found.
- A fee will be assessed for excessive cleanup and/or furniture rearrangement at a rate of \$20.00 per hour.
- If damage repair to the furniture or building is needed, that repair cost will be passed directly and billed to the group or organization.
- If cleaning services are needed and hired, that cost will be passed directly and billed to the group or organization.

VIII. GENERAL RULES

- Smoking is not permitted in any part of the library building or the meeting room/space.
- No alcoholic beverages, illegal drugs, gambling, firearms, or any types of incendiary devices are permitted on the library grounds or in the library facility.
- Any of the Library staff is authorized to terminate the meeting of any group or organization that becomes disorderly or objectionable.
- The Library staff cannot take telephone messages for individuals using the meeting room except in an emergency.
- Meeting room/space attendees may not leave children under 7 unattended in the Library, in accordance with Library policy.
- Any group that does not leave the Library by the specified time, will be charged \$25 for any portion of an hour past closing time of the Library.
- Groups are responsible for compliance with the Americans with Disabilities Act and for providing qualified interpreters or auxiliary aids, upon request, for their program.
- The Library is not responsible for the theft or damage to property brought into the Library facility.
- Meetings of groups whose members are under eighteen (youth) must be supervised and attended by an adult at a ratio of one adult per 10 youth.
- Distribution of pamphlets, leaflets, etc., and soliciting for the purchase of goods or services in the building by persons or organizations using the meeting room/space will not be permitted outside of the meeting room/space.
- No amplification of voice, music or sound shall be made so that it may be heard outside of the meeting room/space.

- Groups must provide their own supplies such as paper, pens and pencils. The Library will not provide office supplies or equipment.
- The Library does provide a photocopier at the normal posted fee per page.
- The Pottsville Free Public Library shall be held harmless from any injuries or accidents arising out of any group or individuals use of its facilities.

IX. APPEAL AND REVIEW

- The Board of Trustees of the Pottsville Free Public Library will review the meeting room/space policy and regulations periodically, and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances.
- Any appeals for changes in or exceptions to, any portion of the meeting room/space policy will be considered. An individual or organization wishing to file an appeal shall submit it to the Library Director in writing.
- The Library Director will respond in writing. If the individual or organization feels that the response is unsatisfactory, he/she may submit a written request for consideration by the Board of Trustees. The Board of Trustees will review the request and notify the organization or individual of their decision in writing. The Board's decision is final.

POTTSVILLE FREE PUBLIC LIBRARY

215 West Market Street * Pottsville PA 17901 * (570)622-8880 * Fax (570) 622-2157

APPLICATION FOR USE OF THE POTTSVILLE FREE PUBLIC LIBRARY PROGRAM/MEETING ROOM/SPACE

Today's Date: _____ Date Room/Space Needed: _____

Times Needed: _____ Approximate Group Size: _____

Purpose of Meeting: _____

Is meeting open to the public? _____ Is there an Entrance Fee? _____ How much? _____

Room setup: _____ Classroom (Tables and chairs) _____ Audience (Chairs only)

Activities planned at meeting: _____ Refreshments? YES NO

Group/Organization Name: _____

Group/Organization President or Executive Director: _____

Group/Organization Address: _____
(Street) (City) (State) (Zip)

Group/Organization Phone: _____ Fax: _____ E-mail: _____

Billing Information if different from above:

Name: _____

Address: _____
(Street) (City) (State) (Zip)

Information about Person Filing Application:

Name: _____ Phone: _____

Title: _____

Address: _____
(Street) (City) (State) (Zip)

I affirm that I am at least twenty-one years of age. I have received, read and understand the regulations pertaining to the use of the Pottsville Free Public Library Program/Meeting Room/Space, and I have agreed to abide by the regulations. I agree to clean the room/space and return all furnishing to its original position after the meeting, and will be responsible for any damage to the room.

Signature of individual filing application: _____

Library Use Only

Date Application Received: _____ Fee Charged: _____ Fee Paid: _____

Room use approved: _____ Applicant Notified: _____

Any Departure from Policy: _____

Room cleaned after use: _____ Room furniture put back: _____

Damage: _____

Use back of this form to make notes and extended damage report.