

SEWICKLEY PUBLIC LIBRARY COMMUNITY AND MEETING ROOM POLICY

PURPOSE: The Library’s community meeting spaces are a resource for the Sewickley Valley Area, which complements the Library’s mission of disseminating information. Policies and procedures governing the use of the space are needed to make the space available in a manner that is equitable and does not interfere with the fulfillment of the Library’s mission.

I. ELIGIBILITY TO USE MEETING ROOMS

A. Quaker Valley School District community organizations may use the meeting rooms to conduct meetings of a civic, cultural, or educational nature. Those communities are:

Aleppo	Leet
Bell Acres	Leetsdale
Edgeworth	Osborne
Glenfield	Sewickley
Haysville	Sewickley Heights
	Sewickley Hills

B. All programs presented at the Library must comply with all provisions of the Sewickley Public Library Program Policy.

C. The meeting room may not be used for commercial purposes, for purely social purposes, or for meetings that economically benefit private individuals, companies or associations, without the approval of the Library Director.

D. No admission fees, free-will offerings or dues may be collected on the Library premises without the approval of the Library Director.

E. No gambling, games of chance, or raffles will be conducted on these premises.

II. MEETING ROOM RESERVATION GUIDELINES

A. Library and Quaker Valley School District sponsored programs are given preference in scheduling over all other meetings and events.

B. In the case of meetings and events that are not sponsored by the library or the school district:

1. Scheduling preference will be given to the organization that makes the request first

2. In the event of a conflict, preference will be given as follows:

a. First priority will be given to meetings and events that are open to the public and at which no fees are charged

b. Second priority will be given to meetings and events that are closed to the public or where an admission fee is charged.

3. With respect to reserving the rooms for tutoring, patrons are referred to the Tutoring Room Guidelines attached to this policy.

C. Because the meeting rooms are intended for the general use of the entire community, continuing and repetitious use by one group is not ordinarily permitted. Exceptions are made at the discretion of the Library Director.

III. SCHEDULING

- A. The Administrative Assistant will book all meetings and activities except those in the story time room once the staff has selected their dates.
- B. The Administrative Assistant will monitor the calendar to ensure minimal conflict.
- C. The Administrative Assistant will collect deposits and fees for room rental use as necessary.
- D. The children's librarian will be responsible for scheduling all activities in the children's department storytime room.
- E. Rooms may be booked in increments of four hours.
- F. Meeting times must coincide with the Library's hours of operation unless special arrangements are made.

IV. FEES

- A. Free Use of Rooms – The Library Board will not assess any fees for the use of the library's meeting rooms for library and school district functions, tutoring or events that are free and open to the public. The organization hosting the meeting or event may charge attendees materials or nominal presenter fees.
- B. Use of Meeting Rooms for a Fee
 - 1. Fee Schedule - Realizing that there are certain expenses incurred, such as heating, lighting and custodial services when a group makes use of a meeting room, the Library Board has set a nominal fee of \$25 per hour for groups or organizations whose meetings are closed to the public or at which a fee is charged.
 - 2. Fees are to be paid upon confirmation of the reservation to the Office Manager. If the fee is not paid within two days of confirmation, the reservation will not be held and the room may be rented to another group. The group is responsible for keeping the Library informed of any changes in program scheduling. One week's notice is required for cancellation of a program in order to receive a refund of the fee.
 - 3. Charge for a closed event may be waived at the discretion of the Library Director.
- C. The Library staff may assess clean-up fees if the room is found in disarray. If the room, its furniture or its equipment has been damaged, fees will be assessed to repair or replace the damaged items(s).

V. EQUIPMENT

- A. Library equipment may, at the Library's discretion, be made available to groups using the meeting room.
- B. 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 in the Library.

VI. REFRESHMENTS

- A. Food and drink may not be served in the meeting rooms by any group unless written approval has been secured from the Library Director at least three (3) days in advance of the scheduled meeting.
- B. Clean-up fees will be charged if extra cleaning service is needed to return the room to its original condition.
- C. Alcohol is forbidden.
- D. Smoking is not permitted.

VII. DECORATIONS

- A. Absolutely nothing may be affixed to any painted wall or any wood surface.
- B. All decorations (and their attaching mechanisms) must be removed at the end of the meeting or event.

VIII. ATTENDANCE

- A. Attendance in the meeting room is limited to that number which is permitted under regulations adopted by the municipality or its agencies, including the Library Board.

IX. DISCLAIMERS

- A. The Library reserves the right to cancel and reschedule any meeting by giving two weeks advance notice before the meeting. Permission previously granted to a group or organization to use the meeting room may be cancelled at any time by the Library Board or the Library Director if it is determined that the meeting scheduled does not comply with the policy set forth.
- B. Management reserves the right to deny facility use to any individual and/or organizations which
 1. Conflicts or is incompatible with the stated mission of the Sewickley Public Library
 2. Adversely affects the reputation of the Library
 3. Imposes excessive demands on the parking facilities and/or mechanical systems of the building
 4. Disrupts the patron's or staff's activities or
 5. Any other reasons as deemed necessary by the management.
- C. The fact that a group meets in the Library does not in any way constitute an endorsement by the Library Board or staff of the group's policies or beliefs. The Municipality, School District, Library Board, and Library Staff are not responsible for the accuracy, use or consequences of statements made during such meetings.

The Library reserves the right to take appropriate action to ensure compliance with this policy.

Approved by the
Sewickley Public Library Board of Trustees
January 8, 2001

Approved by the
Sewickley Public Library Board of Directors
November 8, 2004