

COATESVILLE AREA PUBLIC LIBRARY POLICY MANUAL

POLICY NAME: MEETING ROOMS

REVISED/RE-APPROVED: November 2022

Meeting Room Policy

I. The Coatesville Area Public Library provides Meeting Room space for Library programs and for other meetings and programs of an informational, educational, cultural, or civic nature. Three (3) rooms are available for public use. It is not the intent of the Library to provide space on a frequent and permanent basis to support the primary activities of a group or organization. Members of the public can attend any meeting or activity booked in public-access rooms. The Library provides these spaces as a public service but does not endorse the view or opinions of any groups utilizing these facilities.

II. The Coatesville Area Public Library subscribes to the principles set forth in the American Library Association's "Library Bill of Rights" as amended January 23, 1980 (last amended in 2019).

Library activities or co-sponsored programs are given priority in the use of the Meeting Rooms.

III. Booking is on a first come first served basis. Application for use of the room should be made with the circulation staff. Each individual or group must fill out a Room Reservation form and provide the name, email address, and phone number of the requestor. Reservations will be accepted for up to three months in advance. In the event that a scheduled meeting is canceled, the Library should be notified as soon as possible. Additionally, the Library reserves the right to alter the schedule according to the Library's needs. The Library will notify the contact person if it needs to close on a scheduled meeting day due to any emergency.

III. Use of Library Address:

The name, address, and phone numbers of the Library may not be used as the official address of any organization using the meeting rooms. Non-Library groups using the rooms may not publicize their activities in such a way as to imply Library sponsorship. Any advertisement for meetings or programs must include the following disclaimer: "*The Coatesville Area Public Library is not sponsoring or endorsing this program or any goods or services offered.*" Copies of all advertisements shall be forwarded to the Library Director.

IV. Smoking and Alcoholic Beverages:

Smoking and alcoholic beverages are not permitted on Library property.

V. Reserving the Rooms:

Applications to reserve the Community Room, Budzik Room, or Small Meeting Room will be taken by staff whenever the Library is open. No one will be allowed to use the meeting rooms without paying a refundable deposit of \$50 and the charge for each room. (Appendix A)

All rooms may be used during Library hours and must be completed and all participants out of the building 20 minutes before closing. Use of the rooms outside of Library hours is not permitted except in highly unusual circumstances and must be approved by the Executive Director. Additional fees will apply.

VI. Small Meeting Room:

This room is appropriate for small meetings, one-on-one conferences, or tutoring. It will seat approximately 12 at a long conference table. No food or drink is allowed. One-on-one meetings include, but are not limited to, tutors, students, case workers and their clients are bound by the same guidelines mentioned above, with the exception of Fees for Usage.

VII. Community Room and Budzik Room Description:

Each of these large multipurpose rooms will seat between 40 and 75. The rooms can be used for computer-based presentations. They can be equipped with a screen and projector with the individual's or group's laptop computer. Organizations may bring their laptop and projector. Organizations or individuals are responsible to return equipment in the condition they received it. Any damage will be charged to the user. Library personnel are available, with advance notice, on a limited basis to assist with equipment.

VIII. Use of Kitchen:

Limited kitchen facilities are available in the Community Room. Food and beverages are allowed **only** in the Community Room. The kitchen includes a refrigerator, stovetop, oven, and sink. If the event is catered, the arrangements with the caterer are the responsibility of the sponsoring group. Groups must bring their own serving and cleaning supplies. No open flames are allowed. Cans of fuel to keep buffet items warm are allowed.

IX. Maintenance of Rooms:

Chairs and tables are available for use. It is the responsibility of the organization or individual to inform staff how to set up the room when the reservation is placed. The individual/organization is required to return the room to the original cleanliness. Failure to do so will result in the loss of the \$25 deposit. All garbage must be put in trash containers provided by the library and taken to the trash cans outside at the back of the library. One is for regular trash, the other is for recycling. A broom and wet/dry mop can be available to clean Community Room floor as needed. Equipment, materials or furniture may not be stored in the Library. The Library will not assume responsibility when any materials are left.

X. Clean Up and Damage to Facilities:

The sponsoring group or individual making application for use of Library facilities assumes all responsibility for damage to Library property and for leaving the premises in the condition in which it was found, including the cleanup of trash, and emptying the refrigerator, and cleaning the kitchen if it is used.

XI. Fire and Security Alarms:

All groups or individuals must immediately leave the library if any fire or security alarm goes off. Police and the fire station will have been alerted.

XII. Fees for Usage:

Fees for the use of the community room will be imposed based on the current Community Room Fees Schedule (Appendix A)

Fees may be changed without notice, although any individual or group whose application has been accepted and that has paid the appropriate fee before notice of the changed fee schedule, will not be required to pay an additional amount.

Groups using the Community Room may charge for items such as instructional materials or supplies that are necessary to participate in their programs. Any organization or individual conducting sales or charging admission will be charged the for-profit fee.

Individuals or groups using the Community Room as a Library program will not be charged a fee; however, they may not sell any items other than those required to participate in the program (supplies, etc.)

LIABILITY:

Coatesville Area Public Library, their employees and agents, the Board of Trustees of the Library, and its members shall not be liable to any group, organization, or person attending a meeting and any group, organization or person, jointly and severally, hereby agrees to, and shall, indemnify and hold harmless the Coatesville Area Public Library, its employees and agents, the Board of Directors of the Library and its members from, any and all claims, suits, damages, losses or injuries which they can sustain, or are alleged to have sustained, while using the Community Room, including, without limitation, use of a Community Room, kitchen, rest room facilities and means of egress and ingress to the Library building and the Community Room.