

# Meeting Room Policy

## Franklin County Library System

### *Statement of Principle:*

Thank you for your interest in using library meeting rooms. We are pleased to share our space and committed to serving you.

The Franklin County Library System (FCLS) provides meeting room space for library system programs and for other meetings and programs of an informational, educational, cultural, or civic nature. We welcome community groups, businesses, and individuals to use the rooms available, subject to the following policy and guidelines.

FCLS is an organization established, maintained, and operated at public expense. Library meeting rooms will be available for legitimate community purposes so long as such use does not interfere with other individuals' use library services, programs, and spaces. In most cases, meeting rooms are available only during normal operating hours.

FCLS subscribes to the principles set forth in the American Library Association Bill of Rights as amended January 23, 1980.

Our **mission** is to create learning opportunities that lead to personal discovery, growth, and enjoyment.

Our **vision** is to nurture an innovative culture that leads Franklin County residents in the pursuit of learning for both personal and community growth by upholding our **core values**, which are:

**Culture of Discovery** – We believe that learning is a constant state of discovery and leads to the formation of new ideas and concepts that better our world.

**Relevancy** – We believe in remaining relevant to the community we serve with a readiness to evolve and change, just as the community does.

**Quality** – We believe in providing exceptional, quality service to our patrons with staff who are encouraged to grow and develop as leaders in their field.

**Inclusion** – We believe learning is a freedom that is to be shared with all individuals and helps us develop understanding and acceptance of our peers.

**Community Impact** – We believe in making a lasting impression on those around us by forming connections that spur change and build community.

**Hospitality** – We believe in treating our patrons as our guests, creating an experience that is engaging and comfortable.

**Sustainability** – We believe in doing our part to be effective stewards of the resources entrusted to us, knowing that the choices we make affect the future of our community.

The libraries provide meeting space as a public service but do not endorse the view or opinions of groups utilizing these facilities.

Meetings held in the libraries are subject to health and safety requirements of the Pennsylvania Department of Labor and Industry for public gatherings.

Rental rates are applied to usage based on the table below.

### *Meeting Room Privileges:*

1. Priority for reserving meeting room facilities will be given to groups in the following order:
  - a. Libraries
  - b. Nonprofit organizations headquartered in Franklin County
  - c. Businesses and other profitmaking entities and private events
2. Only adult residents of Franklin County may reserve meeting room facilities, providing that they present personal identification (driver's license) and printed proof of affiliation with their organization (membership card,

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letterhead, brochure). Blue Ridge Summit Free Library welcomes residents of Washington and Frederick Counties in Maryland, as well.

3. The sponsoring organization or individual assumes all responsibility for damage to library property and for leaving the premises in the condition in which it was found, including arrangement of furnishings and cleanup of trash. A \$100 fee will be assessed for cleanup, if room is not left as found. Damage to the facility or contents will be billed to the group or individual responsible for the room and could result in restriction from further use.
4. Franklin County Library System facilities and property are DRUG-FREE. Absolutely no use of illegal drugs is permitted on library property, and no smoking or other tobacco use is permitted in the buildings or vehicles. Alcohol use must be approved prior to any event.
5. Food and beverages *are* permitted in meeting rooms but preparation facilities are limited.
6. ***Third party exercise classes and use of candles or fire are prohibited in meeting rooms for insurance reasons.***
7. In general, meeting rooms are only available during regular library hours and must be vacated 15 minutes before library closing time. Some events may be approved for Saturdays after closing at the special fee rate below, since library staff will need to be in the building. By special request and at special cost the rooms may be available beyond library hours until 10:00 p.m., at a cost of \$25 per half hour increment extension. Please make these arrangements when you submit your application, so that staff will be available to close the building after your event.
8. Individuals and groups using the meeting rooms must comply with all pertinent Franklin County Library System policies during their use. Absolutely no illegal activity will be tolerated on library premises. This and other pertinent policies may be amended or revised as deemed necessary by the library system board of directors. Copies are available upon request.
9. Weapons are prohibited on the premises to the fullest extent allowable by Pennsylvania law.
10. No equipment may be stored from meeting to meeting at the library.
11. Only service animals are allowed on library property except as approved for library programs.
12. Groups may rearrange the furniture in some rooms, but must return furniture to its original positions before leaving due to a shortage of custodial help. Groups that do not replace furniture where it was found will be assessed a \$50.00 Restoration Fee for custodial services.

Organizations not fulfilling their obligations as enumerated in this and other library system policies and procedures may be denied use of library meeting room facilities until such time as these obligations have been met to the library system's satisfaction.

### ***Reserving a Meeting Room:***

1. First-time meeting room users must complete an application at least 4 weeks prior to room use. Please allow 1 week for approval.
2. Repeat meeting room users may reserve as little as 1 week in advance, recognizing that the room requested may already be reserved.
3. Normally, meeting rooms should be reserved no more than three months in advance. Groups are normally limited to two visits in any given month. Head librarians and directors may waive these restrictions on a case-by-case basis for annual meetings or other special events.
4. Any non-library groups expecting attendance in excess of 20 must provide certificate of \$1 million liability insurance coverage.
5. If the library is closed for weather or other special occurrences, all events scheduled will be cancelled or postponed and the applicant will be promptly notified.
6. Groups that are deemed a security risk by local or state police will be responsible for security costs incurred.

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7. Falsification of any information on the application will result in termination of privileges.

**Meeting rooms available through Franklin County Library System members include:**

<i>Library Name</i>	<i>Room Name/ Location</i>	<i>Maximum Occupancy</i>	<i>Main Point of Contact</i>
<b>Coyle Free Library</b>	Ground Floor Sloped Auditorium*	54	Denice Bigham dbigham@fclspa.org
	*multimedia equipped		
	Rooftop Conservatory	54	
	Community Room	60-80**	
<i>PLEASE NOTE THAT THE PATIO IS INCLUDED WITH THE COYLE CONSERVATORY AND CANNOT BE RESERVED SEPARATELY.</i>			
	**with or without tables, also divisible by 2		
	FREE 2 <sup>nd</sup> Floor Huddle Rooms for	4-8	
<b>Lilian S. Besore Memorial Library</b>	Community Room 1 & 2	60-80	Kiely Fisher kfisher@fclspa.org
	History Room 3	15-30	
Grove Family Library	Community Room A & B	60-80	Joan Peiffer jpeiffer@fclspa.org

All library meeting rooms have free wi-fi.

Coyle Free Library also has business services available, and enables you to pre-order food and beverages for meetings through a partnership with *The Butcher Shoppe*. The link is available through Coyle’s website.

***Meeting Room Fee Schedule***

Monday 9:00 AM through Friday 5:00 PM

Private & for Profit	Nonprofit
\$25 for 2 hours	\$10 for 2-4 hours
\$50 for 4 hours	
\$100 for 8 hours	\$50 for 8 hours
After hours’ extension for any group	\$25 per half hour increment

Weekend Rates for *ALL* Groups

Friday 5-9	2-4 hours	\$500
Saturday 9-5	2-4 hours	\$100
	8 hours	\$250
Saturday 5-9	2-4 hours	\$750

Evening meetings may be extended beyond 15 minutes before closing through 9:15, at a rate of \$75 per half hour, and must be specified at the time of registration to make arrangements for late staffing.

***Meeting rooms are not available for usage on Sundays.***

The total room fee is payable upon reservation, and is not refundable.

Please note that there is no PA sales tax collected on room usage.

While there is no additional fee for kitchen use, groups are expected to provide their own supplies. There are no cooking appliances in library kitchens. Some are equipped with refrigeration and other catering support appliances. All groups are expected to clean up the kitchen before vacating. Since some kitchen areas are separately locked, their use must be requested on the room application.

Room use is *free* for programs of library partners meeting the following criteria:

- Event free and open to the public
- Partner willing to co-brand the event with Library System
- Program reflects FCLS mission, vision, and values.

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## APPLICATION FORM

Name of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Organization (when applicable): \_\_\_\_\_

Position in Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Use:  Business  Nonprofit  Personal  Library Partner

Type of Meeting:  Educational  Cultural  Fundraising  Private

Description of Room Use:

\_\_\_\_\_

(Please attach any additional information about organization or event)

Day, Date, and Time Frame of Meeting Room Request: \_\_\_\_\_

Expected Number to Attend Meeting: \_\_\_\_\_

Equipment Needed:  Video or LCD projector  Sound system  Computer

Kitchen Access Needed:  Yes  No

Alternate Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

My signature below indicates that I have read and agree to the meeting room policy.

\_\_\_\_\_

\_\_\_\_\_

-----**For Library Use Only**-----

Form of Identification Provided: \_\_\_\_\_

Proof of insurance is attached for attendance of 20 or more?  Yes  No  N/A

Authorized by: \_\_\_\_\_

Room Assignment: \_\_\_\_\_

Day, Date, and Time Slot: \_\_\_\_\_

Reserved on Calendar By: \_\_\_\_\_

Staff Initials

Fee Assessed: \_\_\_\_\_

Amount Paid Where Applicable