**Oakmont Carnegie Library**
**Policy**

SECTION IV: Community Relationships Series 4000
POLICY: Meeting Room Use Policy 4001

Oakmont Carnegie Library is a municipal authority whose facilities are open. The Library areas are community resources designed to be used in accordance with the Library's mission of providing lifelong learning, information, recreation, and inspiration. The Library is also part of the borough structure of Oakmont and abides by Oakmont Borough ordinances and restrictions.

The Meeting Rooms, located in the Library, will be available for use according to the following conditions:

1. The Library welcomes the use of the meeting rooms for educational and informational events and activities. The meeting rooms are free and open to the public.

2. Meetings rooms cannot serve as a permanent or regular public meeting location. To allow all members of the community the opportunity to use the Library's meeting room facilities, repeated use of meeting rooms other than for meetings or programs that are Library, Library-related or municipal, may occur only on occasion.

3. Library programs and activities have precedence over public requests for use of the meeting rooms. Community organizations and groups will be scheduled as time and space permit. Non-profit organizations offering programs free to the public will have priority over for-profit organizations and private events. The Library reserves the right to change or cancel a booking if deemed necessary by the Library at its sole discretion. The Library will give as much notice as possible if this occurs. Alternate meeting times will be offered, when possible. If the Library closes due to inclement weather or other unforeseen situations, meetings will not automatically be re-scheduled. The Library will attempt to notify affected parties, and it is the responsibility of the organization to reschedule their meeting or event.

4. The meeting rooms may be used within normal Library hours of operation. Meetings will not be scheduled for the days when the Library is closed. Meetings will not be scheduled to begin more than one half hour prior to the opening time of the Library on that day and are expected to end at the normal closing time of the Library on that day. Exceptions to these times may be made in extraordinary

circumstances, with Board approval, but a fee may be charged to cover any costs incurred to accommodate such requests.

5. Procedure:

    - Applicants must complete a room request form that can be picked up at the library or downloaded from the Library website and filled out.
    - Facilities must be left in a clean and orderly condition.
        - Tables and chairs must be restored to their original locations after use.
        - Library staff are not expected or required to provide personal assistance with room set-up or clean-up.
        - Users must pay the cost of any damage to the facilities.
        - The Library will not be responsible for any materials or equipment left in the building by users.

    - The Library will not provide storage space for organizations. Items needed for the organization's meetings, events and activities may be brought into the Library for use during the meeting and must be removed upon departure.
    - The Library is not responsible for providing advertising for groups using the Library meeting rooms as a venue. *As venue* implies that it is using the space for a meeting and is not a Library sponsored program. Signs, decorations, or other similar items may not be fastened or affixed to the walls, windows, or other aspects of the facility.

6. Organizations may use the Library equipment provided in the meeting rooms such as:

    Tables and chairs
    Lavatories
    Podium
    Internet connection
    Microphone and sound system
    DVD player
    LCD projector and screen
    Smart Board

    If requested in advance on the room request form, and if the equipment is available, for an additional $50 fee, organizations may also have access to:

    Kitchenette area

7. Damage to room, furniture or equipment costs will be billed to the organization and/or the contact person who will be liable for the same.
    - *Under no circumstances will an organization be allowed to use the Library facilities if the organization has not paid for previous damage.*

8. Light refreshments may be served, but care must be taken to serve and consume refreshments so as not to deface Library facilities or equipment. Organizations must bring in and remove their own serving and clean-up supplies, including trash bags. Trash should be disposed of in the proper containers, and lights turned off. Failure to clean up after a meeting may result in fees being charged at the current Library maintenance hourly rate.

9. Meeting room users must adhere to the room capacities as identified by the Fire Marshall. Other matters of safety will be observed in all meetings. No smoking or vaping is permitted in the Library.

    - Children must be always supervised in the meeting area.
    - No undue noise will be permitted, and organization-related activities must be confined to the meeting room and must not interfere with normal Library activities.

10. **Non-profit organizations** may use the meeting rooms at no cost, but must fully comply with the free and open use requirements:
    - *The organization must make every effort on their own to inform the public of these free meetings, programs, events and/or activities. Member newsletters are not considered sufficient public notice.*
    - *Acceptable venues for appropriate public notice include press releases to newspapers or other print media, notices on organization websites, flyers, and posters. Public notices must include the name and contact number of the organization as well as the exact words "free and open to the public."*
    - *The Library should be listed only as the location of the meeting. Sponsorship by the Library should not be stated or implied*.
    - *A copy of the public notice should accompany the Application for Meeting Room Use.*
    - *No charges or fees may be assessed for attendance at a meeting. The only exception is a materials fee for actual materials received, such as craft materials or workbooks*.
    - *If dues are collected from club members, this must be conducted before or after the public portion of your program. There should be no pressure on those present to become a club member or to donate to cover the cost of the meeting or the speaker. Failure to comply will result in the immediate cancellation of the group's use of the room for future meetings*.

11. **Private parties and special events hosted by for-profit organizations,** which include businesses or for-profit enterprises. Such for-profit organizations and hosts of private special events (birthday party, baby shower, etc.) may use the meeting rooms but will be assessed a nonrefundable user fee of $150 for use of the Oak Room, payable in advance and required to reserve the room. Library programs have the first option on room scheduling and use. Non-profits will have

the second option and for-profit businesses and private parties will be accommodated as space is available.

12. The Library Board reserves the right to waive fees for organizations under certain circumstances and conditions but only with prior action and approval by the Board.

Approved: 12/2013
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