

**PIKE COUNTY PUBLIC LIBRARY
MEETING ROOM POLICY**

PURPOSE

The Pike County Public Library's (PCPL) meeting rooms are primarily available for the PCPL's own programs or those library programs co-sponsored with other groups. The following policies do not apply to Library events or Library-sponsored events or programs.

When a meeting room is not in use by the Library, the meeting rooms are available on a first come, first served basis to groups and organizations specified in this document. These uses are scheduled by a completed application, accompanied with payment covering the fees when applicable.

There will be no commercial use of either meeting room; however, a for-profit organization may have a program if it offers to the public timely information presented by knowledgeable or skilled professionals, but no fees can be charged or solicitations made by the for-profit organization holding the program during a non-library-sponsored program. Non-profit groups or organizations may charge for material fees, with permission from the Executive Director of the library.

The Pike County Public Library provides meeting rooms as a public service. Use of either meeting room does not imply endorsement by the PCPL of the policies or purpose of any group.

DEFINITIONS

Library-sponsored program is defined as a program library staff works with an outside person or organization to create that occurs one time or on a recurring basis. The presenter or performer will adhere to the arrangement agreed upon between the library and the presenter. Examples include but are not limited to author readings, story time programs, and educational presentations.

Non-library-sponsored program is defined as a program or event that is not associated with the PCPL. The use of the meeting room is subject to approval from the Executive Director of the library and availability of the room. The program facilitator must adhere to all library policies.

APPLICATION AND INSURANCE

The Pike County Public Library has first priority in the use of a meeting room. All other use of a meeting room will be on a first come, first-served basis. A signed Meeting Room Request Form must be completed and submitted to the library no later than 14 days in advance of the meeting. The application must be signed by an authorized representative of the group who shall attend the meeting and be responsible for the conduct of meeting attendees and for any damages.

Reservations can be made up to 3 months in advance from the date of the application.

Special arrangements can be made for groups to use the library's meeting rooms during hours that the library is closed with 14 days prior notice, based on the availability of the meeting room and staff, at the sole discretion of the Executive Director of the library.

Regular use of either meeting room may be granted at the discretion of the Library. However, to promote accessibility of the public meeting rooms for library events as well as to a wide variety of community groups, the library may limit reservations for any and/or all groups and/or individuals.

Each application will be reviewed and the contact person will receive confirmation. The meeting room will not be considered scheduled until confirmation is sent.

The following statement applies to the larger Meeting Room only, located on the lower level of the building. Both non-profit and for-profit organizations must furnish adequate insurance for bodily injury and property damage. An insurance certificate must indicate that the Pike County Public Library is an additional insured on the policy and must include a hold harmless agreement. The certificate of insurance should display limits of at least \$1,000,000 each occurrence, \$2,000,000 aggregate, and list Pike County Public Library, its board members, employees, and volunteers as additional insureds.

Any exceptions must be cleared with the Library Board of Directors.

FEES

Effective January 1, 2016, non-profit groups and individuals will be charged \$20.00/hour for use of the Community Room. Those who have scheduled use of the room on or before March 31, 2016 prior to January 1, 2016 are exempt from the fee increase.

For-Profit groups will be charged \$50.00/hour for the use of either meeting room during business hours. After business hours, for-profit groups will be charged \$75.00/hour and must be preapproved by the Executive Director of the library.

Payment of any fees must accompany the signed Meeting Room Request Form. The fee will be returned if permission to use the room is not granted.

GUIDELINES

The following statements apply to all groups and organizations using the library's meeting room spaces:

- The applicant and/or group leaders must be familiar with the provisions of this meeting room policy and with emergency procedures.
- The meeting room seats up to 75 people. Chairs and tables are available for groups to set up for their needs. Kitchen facilities with a sink, refrigerator, microwave and coffee maker are available, but no supplies, food or beverages are included.
- A large screen television, DVD/Blu-ray player, laptop projector, projection screen and white board are available in the larger meeting room. Equipment should only be operated by those who are familiar with how to use it properly.
- It is the responsibility of the applicant and/or the group to provide any necessary equipment if it is not available in the meeting rooms.
- The individual or group sponsoring the meeting is responsible for the condition of the meeting room, kitchenette and restrooms and is responsible for any damage to the meeting room, kitchenette and restrooms or equipment, furniture, walls, doors or floor covering incurred during the program. The meeting room, kitchen area and restrooms must be left in the same

condition in which they were found; preparation and cleanup of the room is the responsibility of the organization or group. The library reserves the right to charge an extra fee if facilities must be cleaned. No custodial service is available. A broom and dustpan along with disinfectant wipes and restroom paper supplies are in the kitchenette.

- All equipment belonging to the group must be removed immediately at the conclusion of the program or event. No storage of the organization's items or equipment is available before or after the meeting, except at the discretion of the Executive Director
- The PCPL assumes no liability or responsibility for any accident or loss of personal property that might occur as a result of the use of a meeting room.
- The removal of library property including furniture, equipment, and items affixed to the walls from the library is prohibited.
- Smoking, use of controlled substances and gambling are prohibited.
- Alcoholic beverages are prohibited except for library sponsored functions with approval of the Board of Directors.
- Lighted candles or flames are prohibited.
- Nothing may be attached to the walls, ceiling, floor, furniture, or doors.
- The PCPL reserves the right to cancel at any time any meeting or program if necessary. Any fees that have been paid to the library for the use of the room will be refunded, but the library will not be held responsible for any costs incurred as a result of such cancellation. The organization's contact person will be notified by the library 48 hours in advance, if possible. It is the responsibility of the organization to notify attendees of the cancellation.
- In the event that the library closes due to an emergency or inclement weather, use of the meeting room(s) is automatically cancelled and any fees will be reimbursed.
- If an organization cancels its event or meeting, the library must be notified 48 hours in advance in order to receive reimbursement of any fees.
- Meetings must comply with any Federal, State, or local law
- Failure to comply with this policy may result in denial of future use of the library meeting rooms, financial liability for damages, and/or removal from the meeting room.
- Library meeting rooms may not be used for any of the following:
 - For purely social functions, unless library sponsored
 - For fundraising, unless library sponsored
 - For a commercial purpose.