

Meeting Room Policy

Franklin County Library System

Statement of Principle:

The Franklin County Library System provides meeting room space for library system programs and for other meetings and programs of an informational, educational, cultural, or civic nature.

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

The Franklin County Library System provides this space as a public service but does not endorse the view or opinions of groups utilizing these facilities.

Meetings held in the libraries are considered public meetings and open to all wishing to attend, subject to health and safety requirements of the Pennsylvania Department of Labor and Industry for public gatherings.

Meeting Room Privileges:

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.

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. Other nonprofit organizations
 - d. Businesses and other profitmaking entities
2. Only adults may reserve meeting room facilities, providing that they present personal identification (driver's license) and printed proof of affiliation with their organization (membership card, letterhead, brochure).
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 \$20 fee will be assessed for excessive cleanup. Damage to the facility will be billed to the group or individual responsible for the room and could result in restriction from further use. A \$20 fee will be assessed if the room is not vacated by the scheduled time.
4. Franklin County Library System facilities and property are DRUG-FREE. Absolutely no use of illegal drugs or alcohol is permitted on library property, and no smoking or other tobacco use is permitted in the buildings or vehicles.
5. Food and beverages are permitted in meeting rooms but preparation facilities are limited.
6. *Absolutely no use of candles or fire is permitted by outside groups in meeting rooms. Third party use for exercise classes is prohibited by the insurance company.*
7. Meeting rooms are only available during regular library hours and must be vacated 15 minutes before library closing time.

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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. Absolutely no firearms are permitted on the premises.
10. Groups may rearrange the furniture in a room, 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 \$25.00 Restoration Fee for custodial services.

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 only be reserved for 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. Nonprofit organizations may use meeting rooms without charge. Businesses will be assessed a fee in the following manner: \$25 + tax for up to 3 hours of use payable at time of reservation. Any non-library organization wishing to charge a fee or sell items or services during use of a meeting room must obtain written permission from the Executive Director before such an event occurs.
5. *Any non-library groups expecting attendance in excess of 20 must provide proof of liability insurance.*
6. Groups that are deemed a security risk by local or state police will be responsible for security costs incurred.
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>
Coyle Free Library	Afternoon Club Room/2 nd Floor*	40
	Program Room/Basement*	20
Lilian S. Besore Memorial Library	Program Room/Basement	64
Grove Family Library	Community Room A & B	80

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APPLICATION FORM

Name of Applicant: _____ Phone Number: _____

Address: _____

Name of Organization Represented: _____

Position in Organization: _____

Type of Organization: ☐ Business ☐ Nonprofit

Type of Meeting: ☐ Educational ☐ Cultural ☐ Fundraising

Description of Room Use:

(Please attach any additional information about organization)

Day, Date, and Time Frame of Meeting Room Request: _____

Expected Number to Attend Meeting: _____

Equipment Needed: ☐ Overhead projector ☐ Video or LCD projector ☐ Sound system

Alternate Contact Person: _____ Phone Number: _____

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

Contact Person Signature

Date

-----**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