

# Welcome to the Frank Sarris Public Library!

In keeping with the Library's mission, the Board of Trustees encourages the widest possible use of the Library's public meeting rooms by government agencies, community groups, and residents of the Library's service area, when they are not in use for library programs, for civic, social, cultural or educational purposes.

## ROOM USAGE POLICY

### Who may rent a room?

Anyone may apply to rent a room.

Any application by a group or organization must be executed by an authorized representative of the group with the authority to bind the organization. A contact person(s) must be designated on the rental agreement. At least one authorized representative must be present during the rental period.

### How do I make a reservation?

Community Meeting Room Application forms, along with the appropriate library contact's email address, can be found at [www.franksarrislibrary.org](http://www.franksarrislibrary.org) under *THE LIBRARY-Meeting Rooms*. Applications are also available at the Library Main Circulation Desk.

Reservation requests require a completed meeting room application form, the room rental donation and a \$100 security deposit check to be submitted to the Library. Security deposit checks will be available at the adult circulation desk after the event. Damages that exceed the amount of the security deposit will be billed to the renter. **Any cancellation must be made 7 days prior to the reservation or the room usage donation will be forfeited.**

Registrants using the facility for other than personal use will provide a certificate of comprehensive general liability insurance, including contractual library insurance, in the amount of \$1,000,000 with the Frank Sarris Public Library named as an additional insured.

*All reservations require review and approval by the Library Director and/or the Board Facilities Committee. Your reservation is not complete until the room rental fee and deposit have been paid.*

### What types of rooms are available and what donation amount is required to reserve them?

#### **First Floor:**

| Room                                  | Maximum Capacity | Minimum Donation Requirement Per Hour | Notes                         |
|---------------------------------------|------------------|---------------------------------------|-------------------------------|
| Meeting Room #1 – lecture style       | 60               | \$20                                  | Kitchenette use may be added. |
| Kitchenette Fee- with Meeting Room #1 |                  | \$25 one time per rental              |                               |
| Computer Lab – lecture style          | 49               | \$20                                  |                               |
| Room # 1 & Lab – lecture style        | 111              | \$30                                  | Kitchenette use may be added. |
| Study Rooms – 2 available             | 2-4              |                                       | \$5/ hour for tutors          |

**Second Floor Rooms:**

| <b>Room</b>             | <b>Capacity</b> | <b>Minimum Donation<br/>Per Hour</b> | <b>Notes</b> |
|-------------------------|-----------------|--------------------------------------|--------------|
| Meeting Room #2         | 45              | \$20                                 |              |
| Meeting Room #3         | 44              | \$20                                 |              |
| Meeting Room #4         | 41              | \$20                                 |              |
| Rooms 3 & 4 combined    | 85              | \$30                                 |              |
| Children's Program Room | 57              | \$35                                 |              |
| Conference Room         | 14              | \$10                                 |              |

**Recurring meetings in excess of 5 rentals may be discounted.**

**After hours usage and pricing is at the discretion of the Library Director.**

Rooms are rented as empty spaces. Prearranged room configurations may be requested with a modest custodial fee. Tables and chairs are provided to the renters if they wish to setup and breakdown the room themselves.

All rooms are handicapped accessible.

**Does everyone have to donate?**

Rental donations are an important part of the Library's income, providing the means to maintain our facility and programming.

Certain Washington County non-profit organizations and governing bodies holding meetings which are free and open to the public may request a waiver of rental donation minimums. **All waivers are at the discretion of the Library Director and must be approved before the rental agreement is final.** *No admission fees, registration fees, donations or monetary solicitations may be sought from meeting attendees, and if all of these conditions are not met, private function fees will apply.* EXCEPTION: A public governmental body may hold a closed executive session pursuant to the Sunshine Law if the executive session is held in conjunction with an open meeting.

To qualify for a waiver of meeting room fees, Washington County community groups must provide verification of its non-profit status designation by the IRS or the Commonwealth of Pennsylvania.

# Room Rentals

## **General Rules and Regulations:**

Meeting rooms are available only during regular library hours unless special arrangements are made. All meetings must be concluded and rooms restored to order in time for the library's scheduled closing.

All programs/meetings must be maintained in an orderly manner and may not disrupt the normal function of the library.

Meeting rooms have posted capacity which may not be exceeded.

Library staff may not be employed to move or carry private property.

Furniture moved by the room user must be returned to its original configuration at the end of the meeting.

Excessive cleanup by library staff following the meeting will result in a cleaning charge, which will be deducted from the security deposit. Costs in excess of the security deposit will be invoiced to the renter.

Renters may request a review of the rental room(s) by library staff at the end of their rental so they may have their deposit returned.

A limited amount of equipment is available for use in the rooms, and must be requested on the reservation form. Equipment must be set up by library staff, and no one is permitted to change equipment configurations or otherwise alter normal operating setups. Additional charges may apply for use of library equipment.

The kitchenette is available for serving light refreshments and clean up and is available at an additional charge in conjunction with a rental of Meeting Room #1. The kitchenette contains a refrigerator, microwave, sink and some items necessary for clean up. The library does not supply utensils, serving equipment, coffee filters, etc.

**No candles or open flame items are permitted on library premises.**

**Nothing may be taped or otherwise attached to the walls,  
room dividers, doors or windows of any rooms.**

The organization should notify the library 7 days in advance of a cancellation. Failure to do so will result in only the room deposit check being returned. For those organizations who have their room usage donation waived, failure to notify the Library in advance could mean the cancellation of any future reservations.

**Public meeting room use does not constitute Library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings should not be publicized in a manner that suggests Library sponsorship or affiliation.**

No alcohol, smoking or illegal activity is permitted on Library premises.

The Library's Conduct Policy applies to the use of the meeting rooms. Noise and conduct are expected to be maintained at a level that does not disrupt other people in the library. Individuals attending meeting room functions are responsible for the conduct of their children.

Wireless technology in the meeting rooms is shared with the rest of the library and capacity issues may arise if a large number of users access the system simultaneously. There is no guarantee of wireless compatibility or for uninterrupted service when groups are using the meeting room.

All rentals will be cancelled (and the Library will not be held liable) if the Library is closed due to weather, power outage, or other unforeseen circumstances. An alternate date and time may be reserved or all payment made to the Library will be refunded.

The Library reserves the right to terminate any recurring rental agreement if the renter is found in violation of the aforementioned policies. A prorated portion of paid rental fees will be returned excepting monies held for payment in the event of excessive cleaning or destruction of library property.

### **Study Room Rentals:**

Study room space may be reserved based on the fee indicated previously. Rooms which are not reserved may be utilized on a first come, first served basis for a two hour period. In order to use an unreserved study room, please sign in and out of the room using the form at the adult circulation desk.

### **Special Circumstances:**

The Library Director or the Facilities Committee may determine that security services, additional custodian or staff are required during a proposed use of the meeting facilities. If so determined, the registrant agrees to pay for any such services deemed necessary by either the Library Director or the Facilities Committee. The Library will contract for security services, custodial services or staff and the registrant must pay the library in full prior to the event. Additionally, the registrant will provide a certificate of comprehensive general liability insurance, including contractual library insurance, in the amount of \$1,000,000 with the Frank Sarris Public Library named as an additional insured. Both the payment and the certificate must be delivered to the library director no later than two weeks prior to the proposed use. In the event those requirements are not met, the reservation request for the room shall be denied.

This policy was approved by the Frank Sarris Public Library Board of Trustees on 12/12/17 and will become effective on 1/1/18.