

# Frank Sarris Public Library

## ROOM USAGE POLICY

*Keeping with the Library's mission, the Board of Trustees encourages the widest possible use of the the 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, civic, social, cultural or educational purposes.*

**Who may rent a room?** Anyone may apply to rent a room.

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

### **Rooms available and donation amount required to reserve them:**

#### **First Floor Rooms:**

Room	Maximum Capacity	Minimum Donation Per Hour	Notes
<b>Meeting Room #1</b> – 5 8 foot tables and 60 chairs	60	\$20	These two rooms can be combined into 1 large room with a capacity for 100. \$30/hr
<b>Computer Lab</b> - 20 rolling tables and 40 chairs	49	\$20	
<b>Kitchenette</b> Fee- only available with Meeting Room #1		\$25 one time per rental	Only rented with Room #1
<b>Study Rooms</b> – 2 available	2-4	No charge on a first come basis <b>or</b> can be reserved for a fee	\$5/ hour reserved <b>or</b> if for profit use (i.e. tutors).

#### **Second Floor Rooms:**

Room	Maximum Capacity	Minimum Donation Per Hour	Notes
<b>Meeting Room #2</b> - 12 rolling and tables 25 chairs	45	\$20	
<b>Meeting Room #3</b> - 5 8 foot tables and 40 chairs	44	\$20	These two rooms can be combined into 1 large room with a capacity for 85. \$30/hr
<b>Meeting Room #4</b> - 4 8 foot tables and 32 chairs	41	\$20	
<b>Conference Room</b> -2 6 foot tables and 10 chairs	14	\$10	

**How to make a reservation?** To ensure a room reservation the following 3 items must be submitted to the Library:

1. Completed meeting room application form
2. Payment of the room rental donation
3. Security deposit check in the amount of \$100

*Your reservation is not complete until both the room rental fee and deposit have been paid.*

Meeting Room Application forms, along with the 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.

**Additional items to be aware of:**

- All rooms are handicapped accessible.
- All rooms are rented as empty spaces with the tables and chairs available in the rooms. The renter is responsible for setup and tear down of the tables and chairs. Rental time should include the total time that access to the room will be needed.
- The rooms must be reset and users ready to vacate the building at closing time. **If the room is not put back in its original form and/or the library vacated before closing time the security deposit will be forfeited.**
- Library has some additional items available for use in the rooms (i.e. lectern, projector) these can be requested on the reservation form. Library staff must set up equipment, and no one is permitted to change equipment configurations or otherwise alter normal operating setups. Additional charges may apply for use of library equipment.
- Damages that exceed the amount of the security deposit will be billed to the renter.
- Registrants using the facility for other than personal use must 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.
- Recurring meetings in excess of 5 rentals may be discounted if reserved and paid for at the same time.
- After hours' usage and pricing is at the discretion of the Library Director.
- Any cancellation must be made 7 days prior to the reservation date or the room usage donation will be forfeited.

*All reservations are subject to review and approval by the Library Director and/or the Board Facilities Committee.*

**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 that 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**

**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.**

1. Meeting rooms are available only during regular library hours unless special arrangements are made.
2. The Library's Conduct Policy applies to the use of the meeting rooms. All programs and meetings must be maintained in an orderly manner and may not disrupt the normal function of the library. Individuals attending meeting room functions are responsible for the conduct of their children.
3. No alcohol, smoking or illegal activity is permitted on Library premises.
4. No candles or open flame items are permitted on library premises.
5. Nothing may be taped or otherwise attached to the walls, room dividers, doors or windows in meeting rooms.
6. Meeting rooms have posted capacity, which may not be exceeded.
7. Library staff may not be employed to move or carry private property.
8. All meetings must be concluded and rooms restored to order in time for the library's scheduled closing. Furniture moved by the room user must be returned to its original configuration at the end of the meeting.
9. 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.
10. 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.
11. 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 that have their room usage donation waived, failure to notify the Library in advance could mean the cancellation of any future reservations.
12. 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 rules and regulations. 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.

## **Technology**

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.

## **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. 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 December 10, 2019 and will become effective on January 1, 2020.