

Bosler Memorial Library Public Meeting Room Terms of Use January 2018

Who May Use a Meeting Room?

The primary purpose of the Library's meeting rooms is for library activities, including programs presented by library staff, the Friends of Bosler Memorial Library, or other organizations affiliated with the library. When a meeting room is not being used for a library activity, it may be available to the public for educational, cultural, recreational, or civic activities.

Priority use of a meeting room will be given in the following order:

- **Library Program:** An event or meeting facilitated by a library staff person.
- **Library Sponsored Program:** An event facilitated by an outside person and promoted as a library program.
- **Friends of Bosler Library Program:** An event facilitated by the Friends of Bosler or presented by an outside person in conjunction with the Friends and promoted as a Friends Program.
- **Community Program:** An event facilitated by an outside individual, agency, organization, business or other type of group that is not presented in conjunction with the library and is not deemed a library program.

Meeting room use for Community Programs is available on a first come, first served basis.

Where Are the Meeting Rooms?

The terms of use apply to the Library's meeting rooms A and B on the first floor near the library's rear entrance and room C on the second floor.

The terms of use do not apply to the Library's Group Study Room, the Tutoring Room, or the Youth Services' Programming Room.

What Features Do the Meeting Rooms Offer?

The Library has one large meeting room that can be divided into two smaller rooms. The number of people each room accommodates depends on how the room is set up. Refer to the Meeting Room Occupancy chart below for specific occupancy numbers.

The following are standard set-ups for the Meeting Rooms. At time of booking you will need to indicate which type of set-up your group will need. If any furnishings are re-arranged during your meeting you will need to return the room to the original set-up. If interested in a different type of set-up than indicated below please list specifics on the meeting room reservation form.

- Standard Meeting (6 tables in rectangle with 12 chairs around tables, plus 8 extra chairs)
- Board room (8 tables in a square with opening in the middle. 16 chairs set-up around tables, plus 4 extra chairs)
- Lecture (Chairs equal to your expected attendance facing front, with a stack of extra chairs in the rear of the room)
- Classroom (Tables and chairs in rows equal to your expected attendance facing front).
- Large Room Set-up (If using the larger room Community Relations will contact you about the availability of the large room and set-up options).

Features and equipment include the following:

- Restrooms located on the same level.
 - Coat rack conveniently located in the meeting room hallway near rooms A and B
 - Six, 5 ft. tables and 20 chairs in rooms A and B.
 - Access to an in-room hospitality counter in rooms A and B
 - White Boards available in room A and B (Built in, non-moveable)
 - Flexible room lighting.
 - Projection screen.
 - Sound system and projector.
 - Trash can and recycling bin. Broom and dustpan for dry spills.
 - Hand sanitizer.
- In addition, the following items are available on a first come, first served basis and need to be requested when booking the room:
- a. Microphones (standard, handheld, lapel), available in room A and B only
 - b. Lectern
 - c. Upright piano with bench, [available in rooms A and B only](#)
 - d. Laptop
 - e. DVD player
 - f. Access to a shared kitchen
 - h. Easel

Please be aware that while the Library provides this equipment to use, it does not provide assistance with operating the equipment during meetings. We recommend that you set-up a short on-site orientation on the meeting room equipment and layout. This will assist you in becoming familiar with the room and the technology. This orientation can be set-up by calling Community Relations at (717) 243-4642 ext. 3224.

Meeting Room Occupancy (*)		
Large Room (Rooms A and B)	100 People	Tables and chairs
	150 People	Chairs only
	200 People	People only (no tables or chairs)
Each Smaller Room (Rooms A or B)	40 People	Tables and chairs
	75 People	Chairs only
	100 People	People only (no tables or chairs)
Meeting Room C (second floor)	15 People	Tables and chairs

(*)Additional chairs and tables may be available by prior arrangement but are not guaranteed.

When is the Meeting Room Available?

Meeting rooms are available during the following hours unless prior arrangements are made:

10 a.m.-8:45 p.m.	Monday-Friday
10 a.m.-4:45 p.m.	Saturday
1 p.m.-4:45 p.m.	Sunday

Please note that Library hours are subject to change. Also we close for certain holidays; Library staff can let you know which holidays we will be closed.

What Does it Cost to Use a Meeting Room?

The Meeting Room use is free of charge provided the event is:

- Free of charge
- Open to the public
- Not held with the intention of generating revenue, and
- Is of an educational, cultural, recreational, or civic nature.

The Library welcomes and appreciates all free-will monetary donations for the use of the meeting room.

Before/After Hours Fee: A fee of \$25 per half hour per room or any part thereof is charged for events scheduled to begin before or end after the times listed above. The before/after hours fee applies to all community events even those events using the room free of charge. A request to meet before or after regular library hours must be made on the Meeting Room Request form a minimum of 30 days before the event and is subject to Library staff availability. Applications for events scheduled to begin before or end after the Library's operating hours listed above must be approved by the Executive Director.

Rental Fee: A non-negotiable fee per hour or any part thereof is charged for events generating revenue. The rental fee for the large room is \$50 per hour. The rental fee for each smaller room is \$25 per hour.

Fees must be paid in advance and checks should be payable to Bosler Memorial Library. Payment of applicable fees is required no later than 7 days after a reservation is booked, and at least 7 days before the event is scheduled. Fees are non-refundable if cancellation is not received at least three days in advance of the scheduled date or if you do not show up.

Extended Usage Fee: An extended usage fee of \$25 per quarter hour or any part thereof per room will be charged for **all** events that do not end prior to the prearranged scheduled ending times. The extended usage fee will be charged to all users, those who have free use and those who pay a rental fee.

Set-up Fee: For a fee of \$25 per quarter hour Library staff may be available to assist in room setup and teardown. A request for staff to assist with setup or teardown must be approved by the Executive Director. A request for such assistance must be made a minimum of 30 days prior to the event on the Meeting Room Request form and is subject to staff availability.

Damage Fee: Responsible parties will be billed a minimum fee of \$50.00 up to the replacement cost for any damage to Library property. Damage and spills must be reported to Library staff when exiting the meeting room.

Lost Key Fee: Responsible parties will be billed \$50 for each meeting room or kitchen key that is lost. A key is considered lost if it is not returned within 24 hours of the event's ending time.

What Are the Meeting Room Rules?

The library reserves the right to reassign any event to another meeting space within the library.

All room set-up requests must be made at least one week in advance. Library staff will not be able to change the set-up or provide extra equipment/furnishing the day of your meeting. If the room is not set up as requested when entering the room, report this immediately to the Public Services Staff at the front desk. If you do not return the room to the original setup at the conclusion of a program, you will be charged a fee of \$25 and in some instances may be prohibited from using the meeting rooms in the future.

Anyone using the shared kitchen must leave it in a neat and orderly condition. You must provide supplies and equipment (i.e. cups, food/beverages, napkins, and coffee maker). You may not store supplies or equipment in the library. Supplies kept in the kitchen are the property of the Library and are not for use by outside individuals or groups.

Meeting room doors must remain unlocked while the room is in use.

Library staff members may inspect any meeting room at any time.

The Library is not responsible for equipment, supplies, materials or personal possessions owned by or left behind by sponsors or attendees.

Public use of meeting rooms must not disrupt other library users. Event attendees must adhere to all library policies, including the behavior policy. The person and/or organization making the reservation will be held responsible for the proper conduct of those attending the meeting.

An adult, 18 years of age or older, must be in the meeting room at all times when the event involves minors through the age of 17.

Event activities and materials must be contained within the room. You must not distribute personal or group literature, brochures, and other materials to library patrons outside the meeting room in the library building.

Copyrighted materials may be used when permission to do so has been secured from the holder of the copyright or falls within the Fair Use standards of the U. S. copyright law.

The Library reserves the right to observe or attend any meeting held in its facility.

The Library may impose reasonable conditions beyond those stated above for the use of its meeting rooms to ensure that the comfort, convenience, safety, or welfare of the public is not disturbed.

Can We Serve Alcohol at Our Event?

Alcohol may be served in meeting rooms as part of an event. If you are interested in serving alcohol there is a separate application process with guidelines that must be completed. All decisions regarding the serving of alcohol at an event must be approved by the Executive Director. For more information and to apply to serve alcohol at your meeting or event at the Library please contact Community Relations.

Can We Take Photographs at Our Event?

Please be aware that you may take photos at your event inside the meeting room. However, no photos may be taken outside of the meeting room of either the Library facilities or of any persons in the Library without first obtaining permission from the Community Relations Department at (717) 243-4642, ext. 2226 or ext. 3224.

In addition, the Library reserves the right to take photographs of any program held in the meeting rooms. By hosting and/or participating in an event in the Library's meeting rooms, you understand that you may be photographed and that these photographs may be used by the Library for promotional or marketing purposes.

Can We Publicize Our Event?

Community programs must use the name "Bosler Memorial Library" in any publicity and must specify that the Library is not the sponsor of the program. (This does not apply to Library Sponsored Programs facilitated by outside groups.)

The following disclaimer **must appear** on all materials publicizing community programs:

This meeting or program is not sponsored or endorsed by the Bosler Memorial Library. The Library does not endorse the view or opinions of the speakers or groups utilizing the Library's meeting room.

You are responsible for your event's publicity.

All publicity which uses the name of the library must include the phrase, "Sponsored by" followed by the name of the sponsoring organization.

Announcements must include the name of the event representative along with a contact number.

Copies of all publicity materials must be given to the Community Relations Department. Materials such as pamphlets and flyers may be posted or distributed in accordance with the Library's policy.

The Library does not handle attendee registration nor take messages for non-Library sponsored programs.

Neither the name nor address of the Library may be used as the official address or headquarters of any group.

Are There Prohibited Uses and Activities?

Refer to the Library's Customer Behavior Policy and the Weapon Policy for details about prohibited activities.

Authorization to use the meeting rooms is not transferable to another organization.

Charts, pictures, displays, posters, etc. may not be mounted on the walls. You may post such items on the white boards using magnets, or if the item is on sticky, easily removable paper.

How Do We Reserve a Room?

Reserving a room is a two-part process.

Meeting Room Application

First, you must complete a meeting room application and have it approved by the Community Relations Department before the room can be booked. The Community Relations Department will determine if you are approved to use the room. Applicants must be 18 years of age or older.

The Library reserves the right to request additional information about an individual or organization requesting use of its meeting room. This information may include, but is not limited to, bylaws, articles of incorporation and non-profit status.

The Library will make every attempt to review applications within seven days after receiving a completed application. The Library will notify you as to the status of your application once a decision has been made.

Once approved, your application is in effect for one year. The Library will contact you one month prior to your renewal month to remind you to renew your application.

Meeting Room Reservation

Once your application has been approved, room reservations can be officially booked.

You must use the Room Reservation Request form to reserve a room. Each event date requires a separate request form.

The Library reserves the right to determine if a particular room request constitutes a monopolization that unfairly restricts use by other organizations. You may request room reservations no more than 6 months in advance.

You may reserve a room up to 4 hours at a time. Reservations for a longer time frame will be reviewed on a case-by-case basis.

All meeting room reservation requests must be received at least a week before your meeting date. Requests made less than a week will be reviewed on a case-by-case basis.

What If We Need to Cancel Our Reservation?

If you cancel your event, immediately notify the Community Relations Department at 717-243-4642 ext. 3224 or ext, 2226. If you repeatedly cancel reservations with little or no advance notice, you may not be permitted to use the meeting rooms in the future.

If you fail to check in at the Library within 15 minutes of the scheduled reservation time, the reservation may be released.

Why Was My Meeting Request Denied?

A reservation request may be denied if:

The application does not meet the intended use requirements

The reservation is a request for recurring meetings. To ensure accessibility to a wide variety of groups the Library may limit the frequency of meetings.

The request is from an individual or organization who has previously failed to use the library meeting rooms in accordance to these terms of use.

The proposed event has the potential to be disruptive to Library operations.

What If the Library Closes Unexpectedly:

Particularly during times of inclement weather, we strongly recommend that you check to ensure the Library is open before attending the event. Call the Library at 717-243-4642 or visit the Library's website at www.boslerlibrary.org to ensure we are open.

What if I have a Problem?

Report problems to Library staff immediately. If staff is unable to remedy the situation immediately, you will be given a Meeting Room Problem Report to complete.

Where Can Event Attendees Park?

The Library offers limited parking behind the Library off Church Avenue. Enter Church Avenue from Pitt Street between High Street and Pomfret Street. Additionally, the Library will validate parking tickets from the Pomfret Street Parking Garage if the ticket is brought to one of the Library's service desks. For details about street parking options, consult the Library's website.

Directions:

Directions to the Library are available on the Library's website.

What If I Have Additional Questions?

If you have questions about our meeting rooms that are not covered in this document, please contact The Community Relations Department at (717) 243-4642, ext. 3224 or ext. 2226.

Use of the premises may be terminated at any time if the conduct of the group or any member of the group is disruptive or harmful.