

CLEVE J. FREDRICKSEN LIBRARY

MEETING ROOM POLICY

The Cleve J. Fredricksen Library provides meeting room space for library programs, meetings and programs of an informational, educational, cultural or civic nature, and in some cases, private events.

Statement of Principles:

1. The library provides this space as a public service but does not endorse the view or opinions of groups utilizing these facilities.
2. Meetings and/or events at the library must be open to the public and all wishing to attend.
3. Meetings and events are subject to health and safety requirements of the Pennsylvania Department of Labor and Industry for public gatherings.
4. Library sponsored or library oriented scheduling has priority over scheduling of outside organizations.
5. The use of this facility is to benefit residents of Cleve J. Fredricksen Library's service area.
6. Groups (as defined in the **Meeting Room Users** section) within the library's service area have prioritized access to reserve meeting spaces.
7. Tobacco, smoking, gambling, illegal drugs and other illegal activities are not permitted in the library or meeting rooms.
8. No meeting can cause undue interference with the operation of the library.
9. Meetings which might require security due to the controversial nature of the group are prohibited.

Facilities Description:

Ruggaber Community Room

The Ruggaber Community Room, a multi-purpose meeting room with a seating capacity of 100, theater-style. Placement of tables and/or equipment will reduce the available seating capacity. Located on the lower level, features include:

- 100 chairs available
- 15 (6' x 2') tables available
- Access to the Community Room is available via two ADA accessible entrances:
 - Lower level entrance
 - Main level entrance, then to lower level by elevator or stairs
- Restrooms located just outside the meeting room door
- Coat closet located in the room
- Flexible room lighting
- Projection screen, access to electrical outlets, open wi-fi access
- Small kitchenette with microwave, bar sink, and full-size refrigerator/freezer

Small Meeting Room

The Small Meeting Room is a multi-zoned meeting room space. Placement of furniture is fixed and has a total seating capacity of approximately 16 people. Located on the lower level, features include:

- Access to the Community Room is available via two ADA accessible entrances:
 - Lower level entrance
 - Main level entrance, then to lower level by elevator or stairs
- Restrooms located just outside the meeting room door
- Flexible room lighting
- Large whiteboard
- Access to electrical outlets and open wi-fi access

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Alternate Library Spaces

Alternate Library Spaces, with a seating capacity that varies by event, are available for use on a case-by-case basis with the approval of the Library Director. They have been used for events such as weddings, special programs, concerts and celebrations. The current spaces are:

- Atrium
- Lawn
- Hoyt Reading Plaza

Fees will be charged for the facility and staff time, concurrent use of equipment, facilities in other parts of the library, and additionally, any library time outside of normal open hours.

Meeting Room Users and Fees:

*Ruggaber Community Room
Small Meeting Room*

The library allows the following groups to reserve the Community Room and the Small Meeting Room on a first-come, first-served basis or (in case of conflict) according to the following priority order:

	Eligible Users	Definition	Fee
1	Library	Board of Trustees, Staff, Friends of Fredricksen organizational meetings and fundraisers	
2	Non-profit Local non-profits operating within service area	Majority of group's membership reside in service area (Camp Hill, Lemoyne, Wormleysburg, East Pennsboro, Hampden, Lower Allen)	\$0—public \$50/hour—non-public
3	Non-profit Regional & national non-profits operating outside service area	Majority of group's membership reside in municipalities outside the service area	\$20/hour—public \$50/3 hours—public \$50/hour—non-public
4	Private	Non-public event	\$150/3-hour minimum \$50/each additional hour

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Room Reservation and Scheduling:

1. Contact the Information Desk (x.225) to schedule an appointment to view the room layout and determine any equipment requirements. Scheduling is done according to following timeline:

Scheduling Begins	Event Date
January 1	April-June
April 1	July-September
July 1	October-December
October 1	January-March

2. To reserve library spaces, interested parties must first complete a Meeting Room Application. Applications are available as a fillable digital form on the Meeting Room page of the library website and as a paper form at the Information Desk.
3. Meetings must be held during regular library hours and the group or individual must vacate the meeting room 15 minutes prior to the library’s closing time. The library’s hours are as follows, but subject to change:
 - Monday, Tuesday, Thursday, & Friday - 9 AM to 9 PM
 - Wednesday - 9 AM to 6 PM
 - Saturday – 1 PM to 5 PM
 - Sunday - 1 PM to 5 PM
4. Fees associated with using the meeting rooms should be paid two weeks prior to the event.
5. At least two adults must always be in the meeting room with children under the age of 18.

Cancellation of Reservation:

1. If the meeting is cancelled by the organization, the group should notify the Information Desk (ext. 225) at least 48 hours before the scheduled use. Failure to notify the library will result in forfeiture of the reservation fee and may include loss of meeting room privileges.
2. If the meeting is cancelled by the library, the organization’s reservation fee will be refunded within 14 business days.

Publicity:

1. The library does not publicize meetings/events for outside organizations. Publicity secured by the organization for their meeting or program must include the following disclaimer:

“The Fredricksen Library does not sponsor or endorse this program or meeting. The Library does not endorse the views or opinions of the speakers or groups utilizing the Library’s meeting room.”

2. A contact person and phone number for the booking organization should be included in all publicity, not the library phone number, contact or logo.