

Shippensburg Public Library Meeting Room & Facilities Use Policy

Facility Description

- Shippensburg Public Library subscribes to the principles set forth in the American Library Association Library Bill of Rights as reaffirmed January 23, 1996.
- Meetings held at the library 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. A schedule of meeting bookings is posted publicly, unless otherwise noted.
- The Shippensburg Public Library's community meeting room, other, smaller meeting rooms, and Library Square are available for public use by organizations that are based within the Capital Area Library District which covers Cumberland, Dauphin, and Perry Counties. These spaces are available for meetings of an educational, cultural or civic nature, and some private events, in alignment to the mission of the Library. Library sponsored programs and meetings take precedence in scheduling the spaces and the number of prospective attendees will be considered when determining reservation placement. The library, which is a limited public forum, provides these spaces as a public service but does not endorse the view or opinions of the speakers or groups utilizing the facility.

COMMUNITY ROOM

- Accommodates 80 people seated in chairs or 40 people seated at tables
- Located on the first floor with easy access to restrooms
- Access to kitchenette with permission from the Director
- Flexible room lighting including dimmer lights and blackout shades
- Projection screen mounted from ceiling with sound system
- Podium and laptop available for use
- Whiteboard wall
- Limited number tables available upon request

FRONT DVD ROOM

- Accommodates 3-4 people seated at a round table
- Parlor type setting with fireplace and loveseat
- This room holds our DVD collection, so it is available only for quiet meetings in which other patrons may be present to peruse the collection
- Restroom located down the hall

FRONT AUDIO ROOM

- Accommodates 3-4 people seated at a table in the center of the room
- Parlor type setting with fireplace
- This room holds our audio collection, so it is available only for quiet meetings in which other patrons may be present to peruse the collection
- Restroom located down the hall

LIBRARY BOARDROOM

- Accommodates 50 people seated in chairs or 25 people seated at tables
- Located on the second floor with access by elevator or stairs
- Restroom across the hall
- Portable projector, screen and laptop available upon request
- Primary use of this space is for standing community meetings and library programs

REFERENCE ROOM

- Accommodates 12-15 people seated around a table
- Located on the second floor
- Restroom nearby

TEEN ROOM

- Accommodates 6-8 people seated around a table
- Located on the second floor with access by elevator or stairs
- Restroom next door
- No privacy door on this meeting room

STUDY ROOMS

- Two study rooms available that accommodate 4 people seated at a table in each room
- Located just outside the elevator on the second floor with access by elevator or stairs
- Small, quiet rooms ideal for small meetings, studying, exam proctoring, etc

LIBRARY SQUARE

- Accommodating large groups
- Outdoor space on large parking lot side of the library
- Fogelsonger Family Stage
- No restrooms available outdoors, library facilities are available for use within regular business hours
- Access to electrical outlets, some benches, tables, and chairs
- Additional tables and chairs may be available upon request
- Capacity is limited to the fulfillment of event purpose and needs, yet must stay within the boundaries of the sidewalks outlining the space without encroaching on the sidewalks

MEETING ROOM & SPACE PRIORITIES

1. **Library and Friends of Library Programs** which involve efforts of library staff, volunteers, or partners.
2. **Local Government Meetings/Programs**-official meetings or programs of the Commonwealth, Cumberland and Franklin Counties or county municipal government agencies/departments.
3. **Programs of an Educational, Cultural, Civic, or Social Organization** prepared for the public, but not considered programs.
4. **Activities of Profit-Making Organizations/Businesses**, including classes, workshops, and meetings held with the intention of generating revenue for their own organization/business, at present or in the future.
5. **Sales Activities and Private/Non-Public Events**

FEES FOR USE OF FACILITIES

- The use of library facilities is free for local non-profit use and other groups as long as the meetings or programs are open to the public, are free, and do not generate revenues or future revenues from their use of the library's meeting space.
- Reservations are subject to the library's **Meeting Room and Facilities Use Fee & Rate Structure**.
- Applicants wishing to charge a fee or to sell items or services for the benefit of the library must seek approval by written request before such an event occurs.
- No reservation is final until payment, when required, is received. **The library welcomes and appreciates all monetary donations for the use of the meeting rooms and Library Square.**

SCHEDULING FACILITIES

- Applicants desiring to use the library facilities must complete the application form found attached to this policy. Groups who regularly use the library's meeting rooms/spaces will need to complete an application on an annual basis each calendar year. Applicants must be age 18 and over, be a resident within the Shippensburg Public Library Service area and have a library card in good standing with the Cumberland County Library System.
- Scheduling is done according to the following timeline:

<u>Scheduling Begins</u>	<u>Event Date</u>
November 15	January-May
March 15	June-August
July 15	September-December

- After the initial booking period, applicants may reserve facilities for times still available on a first-come, first-served basis. The library typically contacts applicants within seven (7) working days to confirm or deny the request.
- In the event that a meeting is cancelled, the library must be notified as soon as possible so that space may be made available to others.
- The Library reserves the right to reject the application if the event is not in line with the mission of the Library.
- The library reserves the right to schedule and alter facility assignments according to the library's needs. If the library cancels or changes the use of facilities, the library will notify the applicant as soon as possible.
- Number of attendees will be considered when applications are received and the library reserves the right to alter facility assignments as applications are received in order to most effectively use the space available and to accommodate as many requests as possible.

MEETING ROOM & LIBRARY SQUARE ACCESS

- Meeting room times must correspond to the hours the library is open to the public, and the applicants must vacate the facility by five minutes before closing time. An exception is made for programs directly related to the library (Friends meetings, library committee meetings, etc). Other exceptions are subject to approval of a written request by the applicant at the time of the application. Any Library Square reservations requested outside of library hours will be reviewed for approval by the Director.
- If the library closes early due to emergency situations or inclement weather, library staff will attempt to notify the contact person of the cancellation. You may also call the library at 717-532-4508 to inquire about library hours due to inclement weather, and information about early closures will also be made available on our Facebook page, our website and on the television channel ABC.

GENERAL GUIDELINES

- Meeting spaces must be left in a neat and orderly condition.
- The organizations using the rooms are responsible for setup. Tables and chairs must be returned to the locations in which they were located upon arrival.
- Walls may not be used for mounting or hanging pictures, displays, poster, etc.
- Adequate adult supervision of children 12 and under is required at all times.
- Equipment, materials, or furniture belonging to any group shall not be stored in the library, nor is the library responsible for any materials or personal possessions left behind by sponsors or attendees.
- Applicants assume all responsibility for damage to library property and for leaving the premises in the condition in which they were found, including the arrangement of furnishings and the cleanup of trash.
- All disposable supplies needed for cleanup, such as garbage bags for dumpsters, will be the responsibility of the applicant.
- Fees will be assessed in accordance with the library's **Meeting Room and Facilities Use Fee & Rate Structure** for excessive cleanup on the part of the library or if a room or facility is not vacated by the scheduled time. Damage to the facility will be billed to the applicant and could result in restriction from further use.
- Restrictions include the following:
 - Due to insurance considerations, non-library-provided exercise programs and classes may not be held at the library.
 - Smoking and vaping are not permitted in library buildings.
 - The use of candles, fires, foggers or anything with smoke is prohibited on library property.
 - The consumption of alcoholic beverages is not permitted in library buildings or on library property.
 - Heavy equipment and motorized vehicles are not permitted on the library lawn.
- Individuals, organizations, and/or groups not fulfilling their obligations as stated in this and other library policies and procedures may be denied use of the library's facilities until such time as these obligations have been met to the library's satisfaction.

LIBRARY SQUARE AND FOGELSONGER FAMILY STAGE GUIDELINES

- All of the “GENERAL GUIDELINES” also apply to this space.
- Requests for this space must be made one month in advance of the desired date.
- This space may not be used for events more than 2 hours long.
- If needed, tables and chairs may be requested (but are not guaranteed) from the library.
- No portable restrooms may be brought in.
- If the amphitheater or space is occupied by others at the time of your reservation, inform them that you have reserved the space. The other party must remove their belongings and leave the area immediately. If they do not leave, call the Shippensburg Police for assistance.
- Dangerous practices and endangering the safety of yourself or others is prohibited at all times.
- Users of this space shall respect the rights of others and conduct themselves in a reasonable and acceptable manner. Disruptive, intrusive, offensive, or criminal behavior is intolerable. Disruptive behavior includes noise in such a way that disturbs the quiet, comfort, or repose of others.
- The building of fires, use of grills, or any open flame in this space is strictly prohibited.
- The display of temporary signs or banners is subject to the approval of the Library Director. Such displays may not advertise any practice, service, or product whose sale to minors is prohibited, including but not limited to adult themes, tobacco, vaping, or alcoholic beverages.
- No animals (other than service animals) are allowed, unless prior authorization has been given by the Library Director.
- Do not leave belongings unattended. The Shippensburg Public Library is not responsible for lost or stolen items.
- Proper care and use of facilities, benches, trees, shrubbery, amphitheater/stage, etc. is required.
- You are responsible for cleanup. Please gather your trash and place it in appropriate receptacles. If your trash amount exceeds receptacle space or you have large trash items, like pizza boxes, food trays, or cake boxes, you are responsible to take it with you.
- Fees will be assessed in accordance with the library’s **Meeting Room and Facilities Use Fee & Rate Structure** for excessive cleanup on the part of the library or if the facility is not vacated by the scheduled time. Damage to the facility will be billed to the applicant and could result in restriction from further use.

QUESTIONS AND APPEALS

- Questions and appeals regarding meeting-related policies and procedures may be resolved by the Library Director.
- The applicant may appeal a facilities use decision via written request to the Library Director within fourteen (14) days of notification to the applicant of the library decision.
- The Shippensburg Public Library Board of Trustees shall be the final authority in granting or refusing permission for the use of the library facilities.

SHIPPENSBURG PUBLIC LIBRARY FACILITIES USE APPLICATION AND AGREEMENT

Library Card # _____
 Name of Group or Individual _____
 Business Address _____
 Individual Responsible _____
 Address _____
 Phone 1 _____ Phone2 _____ Email _____
 Purpose of Meeting _____ One time _____ Regular dates _____
 Term: N/A _____ Jan 1 to May 31 _____ June 1 to Aug 31 _____ Sept 1 to Dec 31 _____
 Is current or future revenue anticipated as a result of meeting? _____
 Facility requested 1st _____ 2nd _____ 3rd _____
 Estimated attendance _____

Day	Date	From	To	Day	Date	From	To
_____	_____	_____	-	_____	_____	_____	-
_____	_____	_____	-	_____	_____	_____	-
_____	_____	_____	-	_____	_____	_____	-
_____	_____	_____	-	_____	_____	_____	-
_____	_____	_____	-	_____	_____	_____	-

Facilities Use Agreement

- I/We have read the Shippensburg Public Library Meeting Room & Facilities Use Policy and agree to conform to its rules.
- I/We further affirm that I/we shall assume total financial responsibility for any and all property damage occurring directly or indirectly as a result of our use of facilities and/or caused to the library by meeting attendees while using the facility.
- I/We further understand that we will be charged a fee in accordance with the library's **Meeting Room and Facilities Use Fee & Rate Structure** for excessive cleanup on the part of the library or if the facility is not vacated by the scheduled time.
- In addition, I/we agree to guarantee to the library that I/we will hold safe, protect and defend the library from any and all claims, demands and lawsuits brought by any person or persons, and I/we will reimburse the library for any and all expenses incurred by it, including but not limited to its attorneys' fees in defending any such claims, demands, and/or lawsuits.

Signature _____
 Title or Office _____
 Date _____

FOR OFFICE USE ONLY*****

Approval _____ Date _____
 Condition before _____ After _____
 Cost for repairs _____

Meeting Room and Facilities Use Fee & Rate Structure

Eligible Users	Definition	Fee
Library & Partners	Staff, Board, Friends of the Library programs, meetings, and fundraisers	\$0
Non-profit Local non-profits operating within service area	Majority of group's membership reside in service area (Hopewell Township, Newburg Borough, Orrstown Borough, Shippensburg Borough, Shippensburg Township, South Newton Township, Southampton Township, Upper Mifflin Township)	\$0 \$20/hour - non-public
Non-profit Regional & national non-profits operating outside service area	Majority of group's membership reside in municipalities outside the service area	\$25/hour - public \$50/hour - non-public
Private	Non-public event	\$75/hour

Fees will be charged for the following:

Excessive Cleanup: \$50, including room rearrangement on the part of the library, disposal fees, etc.

Outside Hours: \$50 per hour, before or after the hours the library is open, or on days the library is closed.

Extended Use: \$25 per ½ hour, if a room or facility is not vacated by the scheduled time

Damage: Cost of repair or replacement will be billed to the applicant and could result in restriction from further use

Library Square Deposit: \$100 refundable contingent upon the responsible use of the space