

**Joseph T. Simpson Public Library  
Meeting Room Policy  
Adopted June 8, 2021**

The Joseph T. Simpson Public Library's community meeting room is available for meetings of an educational, cultural or civic nature. Library sponsored programs and meetings take precedence in scheduling the use of the meeting room. The Library, which is a limited public forum, provides this space as a public service but does not endorse the view or opinions of the speakers or groups utilizing the facility.

**Facility Description**

**Meeting Rooms**

Located on the lower level of the library, features include:

- Access by elevator or stairs.
- Restrooms located on the lower level.
- Flexible room lighting.
- Projection screen mounted from ceiling.
  - Laptop with required software will be provided (must be requested in advance)
- Lavalier Mic System and speakers (must be requested in advance).
- Podium with microphone (must be requested in advance).
- Kitchenette.

**Tutor Rooms**

Located on the upper level of the library is a tutoring room which can also be reserved for small group meetings. Features include...

- Whiteboards
- 65" TV display in Tutor Room
- Chairs and tables set-up in Board Room style. No audience-style seating available in this room.
- Can be configured into two smaller rooms

Wireless access is available throughout the building.

**I. Meeting Room Priorities**

Priority will be given as follows:

1. Joseph T. Simpson Public Library sponsored programs or meetings.
2. Friends of the Joseph T. Simpson Public Library sponsored programs or meetings.
3. Meetings of an educational, cultural, civic, or social organization.
4. Activities of profit-making organizations or businesses located in the Capital Area Library District. This includes, but is not limited to, classes, workshops, meetings, sales, and activities held with the intention of generating revenue.

## **II. Meeting Room Fees**

The use of the meeting room is free of charge to civic, social, cultural, educational, and governmental non-profit organizations that meet the following conditions:

1. Meetings or programs are open to the public.
2. Meetings are free of charge.
3. Meetings are not held with the intention of generating revenue.

The rooms may also be used free of charge by tutors, agency interviews, and local homeowners' associations.

The library welcomes and appreciates all monetary donations for the use of the meeting room.

Any other public use of meeting rooms will be subject to a rental fee.

Fees are based on the length of the meeting or program.

- \$50 for up to two hours
- \$75 for up to four hours (*only in case of exception to the three hour maximum*)
- \$100 for over four hours (*only in case of exception to the three hour maximum*)

Fees are non-negotiable.

Fees can be paid in advance or on the day of the meeting by cash, check, or credit/debit card. Checks should be payable to Joseph T. Simpson Public Library. Checks returned for insufficient funds will be charged a \$30 administrative fee in addition to the fee charged by the library's bank.

**For organizations required to pay a fee to use the library meeting room, a certificate of insurance must be provided to the library prior to using the room**

## **III. Meeting Room Use**

1. Organizations must comply with applicable Americans with Disabilities Act (ADA) requirements when using library meeting room facilities. Organizations are also responsible for providing and paying for qualified interpreters or auxiliary aids for individuals who require accommodations.
2. The person and/or organization making the reservation will be held responsible for proper conduct of those attending the meeting.
3. The organization will be billed for any damage to library property. If damage to library property occurs, a minimum fee of \$50 will be assessed in addition to actual damage and cleaning costs incurred by the library. Damage and spills must be reported to staff prior to leaving the library.
4. The Joseph T. Simpson Public Library will discontinue use of the room by any group that does not abide by the meeting room policy or disrupts library operations.
5. The meeting room and kitchen must be left in a neat and orderly condition. Kitchen facilities may be used only for light refreshments. Usage of the stove requires authorization by the library. Supplies and equipment (i.e. cups, napkins, etc.) must be provided by the group.

6. The organization using the room is responsible for room setup. Tables and chairs should be returned to the locations in which they were located upon arrival. Walls may not be used for mounting or hanging pictures, displays, posters, etc.
7. The library is not responsible for equipment, supplies, materials or personal possessions owned by or left behind by sponsors or attendees.
8. Equipment, materials, or furniture belonging to any group shall not be stored in the library.
9. Adequate adult supervision of minors is required at all times.
10. Activities and materials must be contained within the room.
11. Groups using the facilities must conform to all fire and safety regulations, including maintaining open aisle space and abiding by occupancy limits as well as other rules applicable to patrons of the library.
12. Library staff is not available to change the room arrangement or to provide support services such as carrying equipment or materials into or around the library, operating audio-visual equipment, or making photocopies.
13. If the meeting room is in use when you arrive, please wait until that group is finished, or your assigned starting time arrives, before entering the room.

#### **IV. Prohibited Uses and Activities**

1. Activities and substances not permitted in the library behavior policy are likewise not permitted in the meeting rooms. This includes but is not limited to
  - a. Tobacco, smoking and vaping
  - b. Open flames including candles
  - c. Gambling
  - d. Weapons
  - e. Illegal drugs
  - f. Alcoholic beverages\*
  - g. Inappropriate public displays of affection

\* Use of alcohol is permitted at library sponsored events or events sponsored by other organizations that benefit the library.

2. The library and meeting room are not available for social functions including but not limited to weddings, receptions, anniversaries, showers, card parties, birthday, and social club parties.

#### **V. Application Process and Reservations**

1. All those who wish to use the meeting room must complete the meeting room application form. All applications must be approved by the Assistant Library Director. Applications must be updated annually.
2. Completed and signed applications may be dropped off at the library's main desk or returned by mail, fax, or email.
3. Please notify the library immediately if the contact person for your organization changes.
4. Normally, meetings may be scheduled up to three months in advance. It is the responsibility of the group to request continued scheduling throughout the year.

<b>When Reservations Can Be Made</b>	<b>For Time Period Covering</b>
January 2 through March 30	April, May, and June
April 1 through June 30	July, August, and September
July 1 through September 30	October, November, and December
October 1 through December 31	January, February, and March

5. Applications will be reviewed within five working days of receipt of the completed application and applicants will be notified as to the status of their application. Activities that have the potential to be disruptive to library operations will not be approved.
6. The library reserves the right to request additional information of an organization requesting use of the library's meeting room. This information may include, but is not limited to, bylaws, articles of incorporation and non-profit status.
7. Users may not book a room so often as to monopolize the meeting rooms.
  - a. The library reserves the right to determine what constitutes monopolization that unfairly restricts use by other organizations.
  - b. Exceptions may be based upon special circumstances and upon availability of the room.
8. Users should limit each room booking to a maximum of three hours.
9. Once approved, room reservations will be scheduled by the Reference Department.
10. Meetings may be held only when the library is open.
  - a. Meetings must conclude, including clean-up time, at least 15 minutes prior to library closing. A fee of \$25 per half hour, or any part thereof, will be charged if library staff must stay past closing time.
  - b. Library hours are:
    - Monday – Thursday 10:00 am – 9:00 pm
    - Friday 10:00 am – 5:00 pm
    - Saturday (September through June) 10:00 am – 5:00 pm
    - Saturday (July through Labor Day weekend) 10:00 am – 2:00 pm
    - Sunday (September through May) 1:00 – 5:00 pm
    - Sunday (Memorial Day weekend through Labor Day weekend) Closed
Please note that library hours are subject to change.
11. If the library closes early due to emergency situations or inclement weather, library staff will attempt to notify contact person of cancellation. You may also check the library's website or call the library at 766-0171 to inquire about library hours due to inclement weather. In the event of an emergency or weather closing of the library, all reservations are automatically canceled and any fees paid will be refunded.
12. Authorization to use the meeting rooms is not transferable to another organization.

## **VI. Meeting Room Cancellations**

1. Please notify the library immediately if a meeting is cancelled.
2. In the case of a no-show, the Library will cancel the reservation after 15 minutes to make the room available to others. Fees paid are non-refundable.

## **VII. Impromptu Use as a Study Room**

If a meeting room is currently unused, it may be made available, free of charge, to groups in the library looking for a separate study space.

1. All of the same usage and behavior guidelines apply to these groups.
2. The use of the room in this situation is at the discretion of the librarian on duty.

## **VIII. Publicity**

1. Organizations are required to use the name "Joseph T. Simpson Public Library" in any publicity and to specify that Joseph T. Simpson Public Library is not the sponsor of the program.
2. Neither the name nor address of the library may be used as the official address or headquarters of any group.
3. The following disclaimer must appear on all materials:

**This meeting or program is not sponsored or endorsed by the Joseph T. Simpson Public Library. The library does not endorse the view or opinions of speakers or groups utilizing the library's meeting room.**

4. Individuals and organizations reserving use of the community meeting room are responsible for their own publicity.
5. The library does not handle attendee registration or take messages for non-library sponsored programs.
6. The address of the library may be publicized, but the contact information listed on all promotional materials must be your organization's name, address, phone number, and any other contact information you wish to provide.

## **IX. Policy Compliance**

The Joseph T. Simpson Public Library will discontinue use of the meeting room by any group who does not abide by the meeting room policy or disrupts library operations.

This policy is not all-inclusive; approval of individual meeting situations not described here will be determined by the Assistant Director or Executive Director.

Waiver of any prohibitions in this policy may be requested by written application directed to the Joseph T. Simpson Public Library Board of Trustees.

The Joseph T. Simpson Public Library Board of Trustees shall be the final authority in granting or refusing permission for the use of library facilities.

# **Joseph T. Simpson Public Library**

## **Meeting Room Application**

*Please read and keep meeting room policy for your records.*

Return completed application to:

Assistant Director, Joseph T. Simpson Public Library

16 N. Walnut St., Mechanicsburg, PA 17055

FAX: 717-766-0152; Email: [simpson@cumberlandcountylibraries.org](mailto:simpson@cumberlandcountylibraries.org)

**PLEASE PRINT COMPLETE ALL INFORMATION AND SIGN APPLICATION.**

Name of organization \_\_\_\_\_

Contact person \_\_\_\_\_

Address, City, Zip \_\_\_\_\_

Phone, including area code \_\_\_\_\_

Email \_\_\_\_\_

Meeting purpose (Please be specific.) \_\_\_\_\_

Date(s) and time(s) requested: Date \_\_\_\_\_ Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

If above requested date is not available, list two alternate dates:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Is this organization...?  For-profit  Non-Profit  Governmental

Is the nature of the meeting...?  Civic  Social  Cultural  Educational

Is the meeting...?  Free of charge  With the intent of generating revenue

How do you plan to publicize this program or meeting? \_\_\_\_\_

(Direct mail, email, phone calls, newspaper ads, etc.)

Are you selling merchandise or promoting services? \_\_\_ No \_\_\_ Yes (If yes, be specific.)

Estimated attendance at meeting \_\_\_\_\_

**Maximum Occupancy (Rooms A & B combined): 90 people seated in chairs or 64 people seated at tables with chairs**

**IMPORTANT INFORMATION:**

Remember that organizations are required to use the name "Joseph T. Simpson Public Library" in any publicity and to specify that the Joseph T. Simpson Public Library is not the sponsor of the program. Flyers and posters must contain contact information including the name of the organization, address, and phone number.

**The following disclaimer must appear on all materials:**

*This meeting or program is not sponsored or endorsed by the Joseph T. Simpson Public Library. The library does not endorse the view or opinions of the speakers and groups utilizing the library's meeting room.*

**STATEMENT OF RESPONSIBILITY:** I have read the meeting room policy for the Joseph T. Simpson Public Library and agree to abide by its rules. I understand that our group shall assume financial responsibility for any equipment, rental, clean up or damages, multiple uses, or overtime fees. I understand that we will be responsible for our group and its guests while using the library's facilities. I understand that we are required to provide copies of any promotional materials at least a week in advance of the meeting or program. Materials may be mailed to the library or emailed to simpson@cumberlandcountylibraries.org.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Library Use Only**

**ACTION TAKEN ON APPLICATION**

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved      \_\_\_\_\_ Date notified

\_\_\_\_\_ Rental Fee Required (\$50 up to two hours; \$75 up to four hours; \$100 over four hours)

**A certificate of insurance is required from any organization that is paying to use the library meeting room.**

\$ \_\_\_\_\_ Fee      \_\_\_\_\_ Date Paid

Date certificate of insurance was received: \_\_\_\_\_

\_\_\_\_\_ Rental Fee Not Required