Facility Description
The Joseph T. Simpson Public Library’s community meeting room is available for public use by organizations that are based within the Capital Area Library District which covers Cumberland, Dauphin, and Perry Counties. This 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. Wireless access is available throughout the building.

Located on the Lower Level of the Library, features include:

1. Access by elevator or stairs.
2. Restrooms located on the Lower Level.
3. Flexible room lighting.
4. Projection screen mounted from ceiling. (You must supply your own laptop and computer projector).
5. Coat hooks.
6. Podium with microphone.

The meeting room will accommodate approximately 50 people seated in chairs or 25 people seated at tables with chairs.

In addition, located on the Upper Level of the Library is a tutoring room which can also be reserved for small group meetings. The tutoring room can be configured into two separate rooms, each with two tables and seven chairs. Or, it can be one large room with four tables and 14 chairs.

Helpful Hints
1. Read the Meeting Room Policy thoroughly before submitting your application.
2. To apply, pick up an application form at the library's main desk or call the library at 766-0171 and ask for the Reference Department. Information can be mailed, faxed or emailed upon request.
3. Completed and signed applications may be dropped off at the library's main desk or returned by mail, fax or email.
4. Information regarding meeting room availability may be obtained from the Reference Department. However, reservations cannot be confirmed until the application has been received and approved by the Assistant Director.
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. Business or organizational meetings of an educational, cultural, civic or social organization based in the Capital Area Library District.
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 Access
1. Meeting room is available to groups only during hours that the library is open.
2. Groups using the meeting room are requested to end programs at least 30 minutes prior to the library's closing time.
3. Non-library sponsored meetings must be open to the public and may not be restricted to members of the sponsoring organization.
4. 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.
5. The person and/or organization making the reservation will be held responsible for proper conduct of those attending the meeting. The organization will be billed for any damage to library property. If damage to library property occurs, a minimum fee of $50.00 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.
6. 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.

III. General Guidelines
1. 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, coffee pot) must be provided by the group.
2. The library is not responsible for equipment, supplies, materials or personal possessions owned by or left behind by sponsors or attendees.
3. Equipment, materials, or furniture belonging to any group shall not be stored in the library.
4. 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.
5. Adequate adult supervision of minors is required at all times.
6. Activities and materials must be contained within the room.
7. 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.
8. 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.
9. 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. Tobacco, smoking, gambling, illegal drugs and alcoholic beverages are not permitted in the library or meeting room.
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 Library Director.
2. Groups who regularly use the library’s meeting room will need to complete an application on an annual basis each calendar year. Please notify the library immediately if the contact person for your organization changes.
3. 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.

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<thead>
<tr>
<th>When Reservations Can Be Made</th>
<th>For Time Period Covering</th>
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<tr>
<td>January 2 through March 30</td>
<td>April, May and June</td>
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<td>April 1 through June 30</td>
<td>July, August and September</td>
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<td>July 1 through September 30</td>
<td>October, November and December</td>
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<tr>
<td>October 1 through December 31</td>
<td>January, February and March</td>
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4. 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.
5. The library reserves the right to request additional information on 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.
6. The library also reserves the right to determine if a particular request for meeting room use constitutes a monopolization that unfairly restricts use by other organizations. Exceptions may be based upon special circumstances and upon availability of the room.
7. Once approved, room reservations will be scheduled by the Reference Department. Please notify the library immediately if a meeting is canceled.
8. **Meetings may be held only when the library is open.** Library hours are:
   - Monday-Thursday 10 a.m.-9 p.m.
   - Friday 10 a.m.-5 p.m.
   - Saturday (September through June) 10 a.m.-5 p.m.
   - Saturday (July through Labor Day weekend) 10 a.m.-2 p.m.
   - Sunday (September through May) 1 p.m. – 5 p.m.
   - Sunday (Memorial Day weekend through Labor Day weekend) Closed

   Meetings must conclude at least 30 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.**

   *Please note that library hours are subject to change.*

9. 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 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.

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

**VI. Meeting Room Fees**

**Rental Fee Required:** The library charges a fee for Meeting Room Use by organizations generating revenues or future revenues from their use of the library’s meeting room. This includes proceeds from sales, admission or attendance fees, or tuition by a for-profit, non-profit, or governmental organization, group, or agency. Additionally, this includes for-profit and non-profit groups, organizations, or businesses which intend to generate future revenues based upon “free” educational programs which promote the services of the organization. Fees are based on the length of the meeting or program: $50 for up to 2 hours; $75 for up to 4 hours, and $100 for over four hours. Fees are non-negotiable.

Fees must be paid in advance and checks should be payable to Joseph T. Simpson Public Library. Payment of applicable fees is required within three days upon confirmation of the reservation date(s). Fees are non-refundable if cancellation is not received at least seven days in advance of the scheduled date or if organization does not show up at the scheduled time.

**Rental Fee Not Required:** The use of the meeting room is free of charge to civic, social, cultural, educational, and governmental organizations, as long as the meetings or programs they hold are open to the public, are free of charge, and are not held with the intention of generating revenue. Users for whom a rental fee is not charged may use the meeting room once a month. The library welcomes and appreciates all monetary donations for the use of the meeting room.
VII. 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. Neither the name or address of the library may be used as the official address or headquarters of any group.
2. A copy of any promotional materials (flyers, posters, signs, etc.) must be sent to the library at least a week in advance of the meeting or program. Flyers must contain contact information including the name of the organization, address, and phone number.
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.

VIII. 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 Library Director.

Waiver of any prohibitions in this policy may be requested by written application directed to the 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: mechanicsburg@ccpa.net

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

<table>
<thead>
<tr>
<th>Name of organization</th>
<th>_______________________________ ________________</th>
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<tbody>
<tr>
<td>Contact person</td>
<td>____________________________________ _____</td>
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<tr>
<td>Address, City, Zip</td>
<td>____________________________________ ___________</td>
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<tr>
<td>Phone, including area code (Day)</td>
<td>_______________(Eve.) ______________________</td>
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<td>(Cell) ___________________ Email ______________________</td>
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<tr>
<td>Meeting purpose (Please be specific.)</td>
<td>____________________________________ ___________</td>
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<tr>
<td>Date(s) and time(s) requested: Date ________ Start Time: ______ Ending Time: ______</td>
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<tr>
<td>If above requested date is not available, list two alternate dates:</td>
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<td>1. ___________________________ 2. ___________________________</td>
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**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.*

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: 50 people seated in chairs or 25 people seated at tables with chairs.)*
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 mechanicsburg@ccpa.net.

Signature _______________________________ Date_______________

Library Use Only

ACTION TAKEN ON APPLICATION

_________ Approved _________ Not Approved _________ Date notified

_________ Rental Fee Required ($50 up to 2 hours; $75 up to 4 hours; $100 over 4 hours)

$ __________ Fee ____________ Date Paid

_________ Rental Fee Not Required (may use the room once a month)