

Joseph T. Simpson Public Library
Meeting Room Policy
Approved 05.13.25

The Joseph T. Simpson Public Library's community meeting rooms and Learning and Book Sale Center (LBSC) meeting rooms are 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

Library 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).
- Can be configured into two smaller meeting rooms
- Kitchenette.

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

Library 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 2
- Chairs and tables set-up in Board Room style. No audience-style seating available in this room.
- Can be configured into two smaller rooms

Wifi is available throughout the building.

Maximum Occupancy (Tutor Rooms 1 & 2 combined): 14 people seated around conference table.

LBSC Conference Room

The LBSC's main room offers a flexible space for groups to set up meeting space. Tables and chairs are included, but not staff to set up and arrange them. Groups booking the room should include time in their reservations to set up the room to their own specifications and return it to its original condition.

Room includes

- Dimmable lighting
- Wall mounted TV monitor
- Podium and microphone
- Lavalier microphone and speakers
- Access to a kitchenette
- Charging station
- Some tables offer electrical outlets

Maximum occupancy: 124 seated at chairs

LBSC Board Room

A smaller room with seating around a conference table. Ideal for in-person meetings.

Room includes

- Wall mounted TV monitor
- Accessible restroom
- Access to a kitchenette

Maximum occupancy: 12

Patrons can load equipment into the LBSC using the door on the west side of the building along N. Frederick St.

I. Meeting room and LBSC 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. Library Meeting Room Fees

The use of the meeting room is free of charge to civic, social, cultural, educational, governmental, and non-profit organizations. The Meeting and Tutor Rooms are also available free of charge as a private work or study space.

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

For-Profit organizations that use the room to generate revenue, including future revenue from potential sales leads originating from this program, will be charged \$30 per hour.

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.

III. LBSC Conference Room Fees

Public use of the LBSC is not free of charge. Charges shall be assessed depending on the organization's status and duration of the reservation.

1. Governmental, educational, civic, or social non-profits will be charged \$30 per hour.
2. For-profit organizations will be charged \$50 per hour.

Fees are non-negotiable.

Fees can be paid in advance or on the day of the meeting by cash or check. Credit card payments can be made at the Library. 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.

IV. Library Meeting Room and LBSC Conference Room Use

1. The person and/or organization making the reservation will be responsible for ensuring that attendees abide by the Library's Customer Behavior policy.
2. The Meeting Room, Conference Room, and kitchen must be left in a neat and orderly condition. The library will bill the Organization and/or contact person for any damage or additional cleaning. Damage and spills must be reported to staff prior to leaving the library.
3. 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.
4. The library will charge a minimum fee of \$100 if any damage occurs. This is in addition to the cost of repairing the damage.

5. The Joseph T. Simpson Public Library will discontinue use of the room by any group that does not abide by this policy.
6. The organization using the room is responsible for room setup and clean up. 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 or in the LBSC.
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 occupancy limits.
12. 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.
13. 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 or LBSC, operating audio-visual equipment, or making photocopies.
14. If the Meeting Room or the LBSC is in use when you arrive, please contact a library staff member before entering.

V. 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 anywhere on premises
 - 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.

Other outside groups who wish to serve alcohol in the LBSC must provide a certificate of insurance and alcohol must be served by someone with RAMP certification.

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.

VI. Application Process and Reservations

1. All those who wish to use the meeting room must complete the meeting room application. All applications must be approved by the Assistant Library Director. Applications must be updated annually.
2. Please notify the library immediately if the contact person for your organization changes.
3. Meetings can be scheduled up to three months in advance.
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.
5. 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 Meeting Room or the LBSC. 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. Library Meeting Room and Tutor Room use is limited to a maximum of three hours.
9. Once approved, room reservations will be scheduled by the Reference Department.
10. Library Meeting and Tutor Room use is limited to library operating hours.
 - 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) ClosedPlease note that library hours are subject to change.
11. The Learning and Book Sale Center will follow the library in cases of weather closures. If the library closes early due to emergency situations or inclement weather, the LBSC will also close. Library staff will attempt to notify a contact person of the cancellation. You may also check the library's website or call the library at 717-766-0171 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.

VII. LBSC 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.
3. Excessive cancellations may result in a three-month suspension of reservations.

VIII. Publicity

1. Organizations are required to use the name "Learning & Book Sale Center" in any publicity and to specify that neither the Learning & Book Sale Center nor the Joseph T. Simpson Public Library is the sponsor of the program.
2. Neither the name nor address of the library or LBSC 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 LBSC Conference 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 LBSC and 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 and LBSC facilities.