

BRIDGEVILLE PUBLIC LIBRARY

Meeting Room Use Policy

STATEMENT OF POLICY

Bridgeville Public Library provides meeting space for library programs and for other meetings/activities of an informational, educational, cultural, or civic nature. The library meeting rooms are available to the community consistent with the library's mission of disseminating information to the community and encouraging free and open expression and exchange of ideas. Use of the facilities by other groups or individuals is allowed when not needed by the Library or for Library-related activities, programs, and meetings. It is not allowed when use interferes with or disrupts the programs, activities and normal operations of the Library, or causes a security risk or safety hazard to Library staff, property or patrons.

PURPOSE AND USE

Please Note: Library-related activities take precedence in scheduling the use of the room.

1. Use of a meeting room is free of charge to non-profit, civic, social, cultural, educational, and governmental organizations, as long as the meetings or programs held complement the mission of the library, are open to the public, are free of charge, and are not held with intention of generating revenue.
2. Meeting rooms cannot serve as a permanent or regular public meeting location for any non-Library related group. To allow all members of the community the opportunity to use a Library's meeting room, room reservation may occur up to two weeks in advance. A group or individual who wishes to reserve the program room further in advance shall request written permission from the Library Director.
3. Permission to use the program room is revocable and does not constitute a lease. Permission previously granted to a group or organization to use the program room may be canceled at any time by the Library Director or Library Board, if it is determined that the meeting/activity scheduled does not comply with the policy set forth or if the building is closed for an unforeseen maintenance problem (no heat, water, etc.).
4. A group or organization must notify the library within 24 hours of the scheduled activity if they need to cancel a program room reservation. Failure to do so may result in not being able to use the room for a period of six (6) months. Furthermore, a room reservation will be considered forfeited if the group or individual does not arrive or call within thirty (30) minutes of the scheduled time and the room may be released to another group or individual.
5. Users of the library facility must comply with all applicable state and federal laws, local ordinances, and the policies of the Board of Trustees. Any unlawful activity shall be the basis to deny use of the library meeting room in the future.
6. The library assumes no responsibility for damage to, or theft of, any item displayed or exhibited in a meeting room. All items are placed in a meeting room at the owner's risk.
7. The library is not responsible for the loss, theft or damage of any personal property.
8. Equipment, materials, or furniture belonging to any group shall not be stored in the library.
9. Attendance in a meeting room is limited to that number permitted under fire code regulations.

CONDITIONS OF USE

1. Room Arrangement: Chairs and tables are available for groups or individuals to set up to meet their particular needs. The library cannot assume responsibility for setting up the room for non-library-related meetings/activities. When the meeting is completed, the room must be cleaned up with all furniture returned the way it was found.
2. Schedule: Meetings must be held during regular library operating hours. Meetings rooms must be vacated at least ten (10) minutes before library closing.
3. Food and Drink: Food and drink may be consumed in the meeting rooms.
4. Smoking is strictly prohibited inside the Library and within 25 feet of any entrance.
5. Alcohol may not be served or consumed at meetings. (*See also: item B under "Meeting Room Rentals"*)
6. Gambling is prohibited in the building and on the grounds.
7. Group activities involving more than normal wear and tear on the space will not be permitted. *For example, classes in handicraft projects involving paint or hot glue will not be allowed without prior permission from the Library Director and/or his/her designee.*
8. Nothing may be affixed to the walls or ceiling without permission of Library Director and/or his/her designee. (*See also: Item G under "Meeting Room Rentals"*)
9. Loud noise and/or music that is disruptive to library operations is not permitted.

Clean-up and Damage: The sponsoring group or organization assumes all responsibility for damage to library property and for leaving the premises in the condition in which it was found, including the arrangement of furnishing and cleaning up of trash. Damage to the facility or equipment will be billed to the group or individual responsible for the room and could result in restriction from further use.

RESERVATION REQUIREMENTS

1. Library meeting rooms may be reserved only by a card-holding user of any public library in Allegheny County following submission of a written application (Appendix A), which shall be reviewed and approved by the Library Director or staff member he/she designates. No telephone reservations will be accepted. An authorized member of the group must sign the meeting room request form. By signing the request form, the applicant agrees that:
 - a. They have read the rules and regulations for the library program room and understand them.
 - b. The individual making the reservation will remain on the premises for the duration of the meeting.
 - c. They understand that any failure to abide by these rules and regulations may result in forfeiture of rights to use the room for a period of six (6) months.
 - d. They accept financial responsibility for any and all damages caused to the building or equipment beyond normal wear.
 - e. They agree that no admission fees, free-will offerings or dues may be collected.
 - f. They certify that use of the meeting room is not for profit of a business, regardless of purpose.
2. Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for

performers and speakers at Library-sponsored programs with pre-approval to sell materials related to their performance.

3. All minors will be appropriately supervised at all times.
4. The library will not provide porter service to carry supplies and custodial help is not available for other than normal room maintenance. Library staff is available on a limited basis to assist with meetings or to operate equipment.

Bridgeville Public Library

Meeting Room Rental Policy

Fees will be assessed based on the following groupings:

- Activities which are open for public participation but charge a fee for participation such as fundraisers, conferences or events.
- Activities which are closed to the public such as private receptions, meetings or parties, and/or which may promote or solicit business, sponsorship, membership or donations.
- Activities which are outside of Library operating hours.

The Library Director or his/her designee may modify these policies for a particular reservation if he/she deems necessary and may require a security deposit to protect against damage to property.

The Library may require that staff be present at some activities to provide appropriate security, technical support, custodial, or maintenance services. Facility set-up and break-down are the sole responsibility of the User.

A. Food & Beverage

Food and Beverage shall be permitted in Library Facilities.

B. Alcoholic Beverages

The User shall request in writing permission to serve alcoholic beverages in Library Facilities. The Library Director or his/her designee reserves the right to approve or deny the request. Once the Library Director or his/her designee approves the use, the User is responsible for adhering to state liquor laws as set forth in the State Code, including obtaining permits as necessary.

C. Smoking

Smoking is strictly prohibited inside the Library and within 25 feet of any entrance.

D. Food

Food, including that which is brought in by users, caterers or food vendors (providers), must be approved by the Library Director or his/her designee. Providers shall adhere to the following rules:

Rules for Food Providers

1. Food Providers are responsible for following proper permitting as required by city, county, and state laws.
2. Provider staff and supplies must enter and exit through locations designated by the Library staff.
3. Parking or loading areas for Providers must be approved by Library staff.
4. Gas, charcoal grills and open flames for cooking or other decorative elements are prohibited.
5. Set-up time will be determined by Library staff.

6. All facilities used by Providers shall be left clean and in good condition. Surfaces shall be wiped clean. Nothing (including water and ice) may be poured in the drinking fountains, landscaping, or grass areas. All food, beverages, refuse (trash, waste, recycling), and equipment shall be removed from the premises immediately following the event.
7. The kitchen equipment, including refrigerator, sink, and dish washer, may be used.

E. Library Restoration

Providers and Users shall agree to restore the Library to its original condition. Failure to restore Facility to this condition may result in additional charges for cleaning and may result in revocation of authorization for future use under the recommendation of the Library Director and his/her designee.

F. Property of User or Provider

The Library is not responsible for any property left in the Facility or on the Library premises. Items may be discarded by public sale or destruction, without notice to the user or any other party, and without liability to the Library or City.

G. Decorations, Equipment & Set Up

Users shall have 15 minutes prior to the reservation time for set-up. If more time is needed, it is the responsibility of the User to reserve additional time. All decorations, signs, and equipment must be approved by the Library Director or his/her designee.

1. Upon arrival, it is the responsibility of the User to inspect the facilities and report any problems immediately to the Library staff. Failure to do so may result in cleaning or damage fees.
2. The User must be present in order to accept or make deliveries. At no time shall the Library staff be permitted to accept or make deliveries for a User.
3. Any temporary structures such as stages, tents, inflatables, etc., may require a permit from the Bridgeville Borough. The User is responsible for obtaining such permits as necessary.
4. Use of glitter, confetti, and glue shall be approved for use by the Library Director or his/her designee.
5. Nothing may be adhered to walls or other surfaces without permission of the Library Director or his/her designee.
6. Service animals are permitted in the Facilities. . All other animals must be approved by the Library Director and or his/her designee. If animals are permitted, owners are responsible for cleaning up after the animals and are financially responsible for any damage, harm, or liability incurred while on Library property.
7. Music or other noise is permitted but must be kept to a level which does not interfere with other Library activities. Library staff may revoke access to the Facilities if music or other noise is interfering with Library activities.
8. The Library may at any time enter the Facilities to ensure that no unlawful activities are therein occurring.
9. The Library Director or his/her designee may require a deposit depending on the use or rental of the space, with the amount determined by the appropriate fee schedule.
10. All furniture or other temporary equipment brought into the Library shall have protective caps to avoid scratching floors and damaging walls. Movement of furniture must be done with the use of rubber-wheeled dollies or carts. All furniture must be lifted, not dragged. It is the responsibility of the User to move all furniture or equipment. Library staff will not assist with the movement of furniture or equipment unless approved ahead of time.
11. Tables and chairs shall not be moved between rooms unless approved and executed by Library staff.

12. Users are responsible for downloading and testing software needs ahead of time. If Users need special accommodations or require assistance with any of the technology, the Library staff must be notified at the time a reservation is confirmed.

H. Minors in the Library

For the safety of all, any minors must be supervised by adults in attendance at any event.

I. Breakdown & Cleaning

All Users are responsible for completing breakdown and clean-up by the end of the reservation. The Library Director or his/her designee has the discretion to charge a cleaning or breakdown fee if these policies are not followed. Cleaning fees are typically assessed at \$25 per hour.

All Facilities must be cleared, cleaned and vacated 15 minutes prior to Library closing. Users are responsible for being aware of closing times. Any User that has not cleared, cleaned and vacated the room 15 minutes prior to closing will be charged after-hours fees as stated in the *Fee Schedule*.

Breakdown and Cleaning Policies

1. Removal of plaques, art, tables, chairs, podiums or other items or equipment from the rooms is strictly prohibited. Facilities, tables, chairs and other equipment should be placed back in their original state at the end of a reservation.
2. All approved signage, decorations or other temporary items must be removed by the end of rental period. Storage of any goods by persons or groups using the rooms is not allowed.
3. Any damage caused to the Facility or equipment, including beverage or food accidents, must be immediately reported to Library staff. Cleaning or damage fees may apply.
4. Tables and countertops must be wiped down, and chairs and tables stacked/arranged appropriately. It is the responsibility of the User to remove and dispose of refuse (trash, waste, recycling).
5. The User must inform Library staff when vacating the room.

J. Capacity & Permits

In order to ensure the health and safety of Users and other Library patrons, as well as Library staff, capacity may not exceed legal limits.

1. It is the responsibility of the User to obtain any additional city, county or state permits or approvals that may be necessary.
2. Some events may require security due to attendance. The Library Director and his/her designee will determine appropriate security, which must be paid for by the User.

K. Parking

The Library is located in a residential area. Limited, non-exclusive parking is available at the Library and surrounding area for those who utilize the building and its Facilities. The library parking lot offers 35 parking spaces, including 3 handicap spaces. It is the responsibility of all users to obey and follow all posted signs and restrictions. The Library is not responsible for damage or loss of vehicles on Library property.

All deliveries for Facility reservations must be prearranged. It is the responsibility of the organizer to inform Staff if deliveries are required during the initial request of their reservation.

L. Damages and Liability

1. The Library will assume no liability for loss or damage to any equipment owned or rented by User while in its facilities. Such Users will be held responsible for any damage to the Building or Library property caused by anyone attending the activities organized by the User.
2. Any conduct occurring on library property which is unlawful or inappropriate shall result in the immediate termination of the use and forfeiture of all deposits and fees, and may result in fines and criminal charges being instituted.
3. The Library shall not be responsible for the loss or damage of personal property occurring during the use of the Facilities.

M. Appeals Process

An applicant aggrieved by an administrative decision about the use of the Facilities may appeal the decision in writing to the Library Director within seven days of the action that gave rise to the grievance. The Director will render a determination within 5 business days. Appeal of the Library Director's determination may be made to the Board of Trustees, whose decision is final.

FEE SCHEDULE

Non-Profit Groups / Individuals					
SPACE	COMMUNITY ROOM		FIREPLACE		ENTIRE LIBRARY*
	Regular Hours	Closed	Regular Hours	Closed	
PER HOUR	\$20	\$25	\$20	\$25	
½ DAY	\$75	\$95		\$95	\$300
FULL DAY	\$140	\$175		\$175	\$500

Private, for-Profit Groups / Individuals					
SPACE	COMMUNITY ROOM		FIREPLACE		ENTIRE LIBRARY*
	Regular Hours	Closed	Regular Hours	Closed	
PER HOUR	\$50	\$65	\$50	\$65	
½ DAY	\$175	\$225		\$225	\$600
FULL DAY	\$300	\$400		\$400	\$1,000

*Use of entire building available only during non-library hours. Staff and other fees may apply. Staff fees are \$35 per hour.

BRIDGEVILLE PUBLIC LIBRARY

Program Room Reservation Form

It is your responsibility to familiarize yourself with the library's Meeting Room Use Policy to ensure your meeting qualifies to be held at the library. The library does charge for the use of the program room; please see the fee schedule for the applicable rate.

You may return this form in person or mail it to:
Bridgeville Public Library
505 McMillen Street
Bridgeville, PA 15017

ORGANIZATION/ INDIVIDUAL INFORMATION

Organization (Individual) Name _____

Name of Contact Person _____

Mailing Address _____

City, State, Zip _____

Contact Person _____ Title _____

Phone Day _____ Evening _____

Email _____

Event Information

Event Date(s): _____

Start Time: _____ End Time: _____

Title and description of event: _____

Estimated Attendance: _____ Children _____ Adults

Proposed format (circle one): Lecture Discussion Group Workshop

Refreshments Provided _____ YES _____ NO