



## Meeting Room Use Policy

Date Adopted: August 12, 2024

The library provides meeting and study room space for programs, meetings, and other events of informational, educational, cultural, or civic natures. Policies and procedures governing space use are needed to ensure equitable access that is consistent with the fulfillment of the library’s mission.

Special exception to these guidelines may be made for library approved non-profit/local government groups located within the Quaker Valley School District of an educational, cultural, civic or social nature. All exceptions will be approved by library staff in advance.

### General Meeting Room Use

- Public room reservations should be made in accordance with the *Meeting Room Reservation Guidelines*
- Program proposals for library-sponsored events should be made per the *Library Sponsored Program Guidelines*
- All trash should be placed in the appropriate receptacle and space should be clean upon departure

### Room Specifications

	Community Room	Conference Room	Study Room
Seats	45	12	5
Table(s)	8 – 6 ft. tables	1 lg. conference table	1
Outlets & Wifi	✓	✓	✓
Camera & microphone	✓	✓	✗
Smart screen	✓	✓	✗
Wireless keyboard & mouse	✓	✓	✗

*Staff assistance is available to help connect a personal device to the smart screen or use the built-in computer.*

### Expectations

*Individuals, businesses, and non-profits shall not:*



- Use Sewickley Public Library as an organization headquarters, including use of the address or phone number
- Charge admission fees, free-will offerings, or collect dues collected on the library premises without the prior approval of library staff
- Offer gambling, games of chance, or raffles without the approval of library staff
- Use the library's image, name, website, or phone to promote programs/meetings that are not sponsored by the library. All messaging and advertising should include a message stating, "This is not a library sponsored program. The library does not intend to endorse, recommend, or favor any views expressed in this program."
- Schedule recurring meetings (daily, weekly, monthly) without the approval of library staff

### ***Meeting Room Reservation Guidelines***

#### *Reservations*

Reservation requests are accepted by completing the Meeting Room Application. The application can be completed online at <https://sewickley.librarycalendar.com/reserve-room>

Reservations can also be requested in writing, in person at the reference desk, or via phone 412-741-6920 ext. 3.

- Reservations can be made up to 14 days prior to reservation date
  - Patrons may reserve a space further in advance by paying the hourly fee
- Reservations are limited to two hours per day per person or group
  - Additional hours are possible by paying the hourly fee
- Reservations must coincide with the library's hours of operation unless special arrangements are made with staff in advance

The library allows groups to reserve rooms on a first-come, first-served basis. In the event of a conflict, the space will be reserved with the following priorities:

- Library programs that involve the efforts of library staff
- Friends of Sewickley Public Library Board of Directors meetings/programs
- Quaker Valley School District meetings/programs
- Local government meetings/programs – official meetings or programs of the local municipal governments, Allegheny County, or Commonwealth of Pennsylvania agencies or departments



- Programs sponsored by non-profit groups of an educational, cultural, civic or social nature prepared for the public
- Meetings of non-profit groups for educational, cultural, civic or social purposes
- Meetings of for-profit businesses/organizations including classes, workshops, etc.

### *Meeting Room Fees*

#### Free Use of Rooms:

- The library will not charge individual patrons or non-profit organizations a fee for the use of meeting rooms with reservations made in accordance with the Meeting Room Reservation Guidelines
  - Individuals and nonprofits may be charged for reservations made more than 14 days in advance and for reservations exceeding 2 hours in duration
- For-profit businesses do not qualify for free use of meeting rooms
  - Other public-facing library spaces are appropriate for meetings and are free of charge. Please ask a librarian for assistance in finding a good location.

#### Hourly Meeting Room fees will be charged for:

- All requests made more than 14 days ahead of reservation date
- All requests made for more than 2 hours in a day
- Any requests made by for-profit businesses

#### Meeting Room fee schedule:

- Community Room - \$50/Hour
- Conference and Study Rooms - \$25/Hour

#### Fee Payment:

- Fees can be paid in person at the library or via invoice by mail
- Fees are to be paid within seven days of the reservation confirmation. If the fee is not paid within seven days of confirmation, the reservation will no longer be held
- The group is responsible for keeping the library informed of any schedule changes
- 24-hour advanced notice is required for cancellation of a program to receive a refund of the fee
- The library may charge clean-up fees if the room is found in disarray
- If the room, its furniture, or its equipment has been damaged, fees will be assessed to repair or replace the damaged item(s)

### *Food and Drink*



- Dry snacks and drinks with lids are permitted
- Other food and drink may not be served in the meeting rooms by any group without prior staff approval
- Alcohol is not permitted

### *Decorations*

- Absolutely nothing may be affixed to any painted wall or any wood surface without permission of library staff. If permission is granted to affix items to a wall or wood surface, blue painter's tape must be used.
- All decorations (and their attaching mechanisms) must be removed at the end of the meeting or event.

### *Library Sponsored Program Guidelines*

Sewickley Public Library accepts proposals for library sponsored programs from patrons. A library sponsored program is an event conducted by an outside patron or organization that promotes the use of library materials, facilities or services and/or offers the community an informational, educational, entertaining or cultural experience. These programs are planned for the interest and enlightenment of all the people of the community. The library strives to offer a variety of programs that reflect the broad range of community interests. Program proposals should be submitted via the *Library Program Proposal* application and submitted to the library in writing or online at

<https://sewickleylibrary.org/about-spl/program-proposal/>.

At such events, the following expectations apply:

- An attendance sheet may be circulated on the day of the program; however, it may not be used for any commercial purpose
- Library staff must approve press releases and all public notification of programs
- Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information should always be generic in nature. No solicitation of business is permitted
- The sale of products at a library program is not allowed. There are two exceptions:
  - Because the library wants to encourage reading, writing, and the appreciation of culture: writers, performers and artists may sell their own works at the library following library programs



- The Friends of Sewickley Public Library may sell items at library programs they sponsor
- Attendance at library sponsored programs is open to the public
- The library reserves the right to set age limitations for programs
- Attendance at programs shall not be restricted because of sex, gender identity, race, background or beliefs

### **Disclaimers**

- The library reserves the right to cancel and reschedule any meeting
- Permission previously granted to a group or organization to use the meeting room may be cancelled at any time by the library if it is determined that the meeting scheduled does not comply with the policy set forth
- The library reserves the right to deny facility use to any individual and/or organizations which:
  - Conflicts or is incompatible with the stated mission of the Sewickley Public Library
  - Adversely affects the reputation of the library
  - Imposes excessive demands on the parking facilities and/or mechanical systems of the building
  - Disrupts the patron or staff activities
  - Any other reasons as deemed necessary by library staff
- The fact that a group meets in the Library does not in any way constitute an endorsement by the library board or staff of the group's policies or beliefs.
- The municipality, school district, library board, and library staff are not responsible for the accuracy, use, or consequences of statements made during such meetings.
- The library assumes no responsibility for any equipment, supplies or materials brought to the library by any group or individual hosting or attending the meeting; nor does it assume any liability for groups or individuals attending a meeting in the library.
- The library reserves the right to take appropriate action to ensure compliance with this policy.

### *Indemnity (Hold Harmless Agreement)*

The Sewickley Public Library shall not be held responsible for and is hereby expressly relieved from any and all liability by reason of injury, loss or damage to any person or property in or about the premises occurring during the group's use of the premises, which



liability, except as may be caused by the Library's gross negligence or willful acts, is expressly assumed by the group.

The group agrees to indemnify, hold harmless, warrant and defend the Sewickley Public Library against any liability, loss or claim for damages to any person or property related to, arising from, or occurring during the group's use of the premises, from any responsibility whatsoever, except as may be caused by the Library's gross negligence or willful acts.

The group agrees to abide by the letter and spirit of this agreement permitting the use of the library facilities. By signing this agreement, the authorized group representative acknowledges that he/she has read and fully understands the terms of this agreement and the procedures for use of space.