



THE DUBOIS
PUBLIC
LIBRARY

DUBOIS PUBLIC LIBRARY

31 S. Brady Street ♦ DuBois PA 15801 ♦ (814)371-5930 ♦ Fax (814)371-2282

MEETING ROOM POLICIES

The DuBois Public Library provides a meeting room for Library programs and for other meetings and programs of an informational, educational, cultural, or civic nature. The primary purpose of the meeting room is to support Library functions and to promote the Library's program of service to the community. When not in use for library-sponsored programming, which will take precedence over any other use, this meeting room will be available on a first come first serve basis as outlined in this policy.

The DuBois Public Library subscribes to the principles set forth in the American Library Association's "Library Bill of Rights" as amended January 23, 1980. The Library provides this space as a public service but does not endorse the view or opinions of the groups utilizing these facilities.

Since the DuBois Public Library is a public institution, supported by public funds, ALL PROGRAMS OR MEETINGS MUST BE OPEN TO THE PUBLIC AT LARGE. (Subject to the health and safety requirements of the Pennsylvania Department of Labor and Industry, the City of DuBois, and the DuBois Volunteer Fire Department) The meeting room capacity is 50 people.

The Library Director, or a designee, authorizes use of the meeting room and maintains the schedule. If a question is raised as to the objectives and/or activities of any Group or Organizations requesting use of the meeting room, the DuBois Public Library Board of Directors has the final authority in granting or refusing permission for use of the room.

The DuBois Public Library and the City of DuBois shall be held harmless from any injuries or accidents arising out of any group or individuals use of its facilities.

The following regulations apply to the use of the meeting room and any departure from them must be noted and authorized in writing by the Library Director on the "Application for use of the DuBois Public Library Program/Meeting Room."

Meeting Room Capacity: 50 People

Adopted June 9, 2003
Revised February 15, 2010

I. AVAILABILITY

- ❖ The meeting room is available during the normal hours of operation of the DuBois Public Library. The normal hours of operation are
 - Monday, Tuesday, and Thursday 9AM – 8PM
 - Wednesday and Friday 9AM – 5PM
 - Saturday 9AM – 4PM(The room must be cleaned, furniture rearranged, and the room vacant by these closing times.)
- ❖ The Library is closed the normal National holidays along with other planned staff training days. Ask the Library Director for the Holiday and Closing schedule.
- ❖ The Library reserves the right to schedule and make room assignments according to the Library's needs. Additionally the Library reserves the right to alter the meeting room schedules according to the Library's need or to follow the below listed priority schedule. If a group needs to be bumped or a meeting moved because of a scheduling conflict with a group of a higher priority, the Library will notify the lower priority group planning to use the room at least 2 weeks in advance that their meeting must be changed. Within the 2 weeks of a groups' meeting, the Library will do everything possible to ensure the date of that meeting for the group.
- ❖ In general, the Library allows groups to reserve the meeting room on a first come – first serve basis, or (in case of conflict) according to the following order of priority:
 - Library programs or meetings
 - Local Government meetings or programs
 - Area or State Government agencies or department meetings
 - Meetings or programs of Non-Profit Educational, Cultural, Civic, or Social Organizations
 - Activities of For-Profit Organizations/Businesses
- ❖ Priority is also given to groups with members or business that resides in the DuBois Area.
- ❖ The Library facilities are not available for wedding receptions or any other formal occasion.
- ❖ In the even that a scheduled meeting is cancelled, the group shall notify the Library as soon as possible so that the space may be made available to others.
- ❖ In the event of inclement weather when the Library may have to close, every effort will be made to contact the group as soon as possible after the decision is made to close the Library. During inclement weather, the Group Organizer or President should also call the Library to ensure that the Library is still open for the meeting.

II. FEES

- ❖ The use of the meeting room is free of charge to non-profit, civic, social, cultural, educational, and governmental organizations, as long as the meeting or programs they hold are open to the public, are free of charge and are not held with the intentions of generating revenue. Donations from such programs are welcomed and appreciated.

- ❖ Admission charges and sales are permitted. However, the Library charges a fee for the meeting room by organizations generating revenue in the Library meeting room. This includes proceeds from sales, admission or attendance fees, or tuition. Also included are meetings where a sales presentation is made, regardless of whether goods or services are sold at the meeting. This policy includes Not-for-Profit and For-Profit groups along with government organizations.
- ❖ The fee assessed for For-Profit groups or businesses using or reserving the meeting room, along with Non-Profits generating revenue is \$25.00 for up to 4 hours and \$50.00 for all day use.
- ❖ Payment of a billing arrangement must be made at the time of reservation or filing the application to use the room.
- ❖ Any group that fails to pay their bill (or any bill that would have to do with payment for damages or custodial fees) within thirty calendar days of being billed will be denied meeting room use privileges until the account is cleared and will be required to pay in advance for any future use of the room.

III. SCHEDULING & BOOKING

- ❖ To reserve the room the Group or Organization must fill out the “Application for Use of the DuBois Public Library Program/Meeting Room” which is available from the Library. The form must be turned into the Library at least one week prior to the date you are requesting to use the room.
- ❖ The application must get approval from the Library Director before it is considered valid.
- ❖ To allow members of the community the opportunity to use the Library’s meeting room facilities, repeated use of the meeting room may not occur on more than a once a month basis. A group or individual that wishes to use the facilities with greater frequency or for a number of consecutive days must get the approval of the Library Director.
- ❖ Requests for dates will not be taken more than 4 months in advance.
- ❖ Likewise only four dates may be requested with one application. A new application must be filled out for each request period. Standing bookings cannot be made.
- ❖ The Library reserves the right to require liability insurance from any group using the room.

IV. CHECK-IN & CHECK-OUT

- ❖ Representatives of each group are to check-in with library personnel before each meeting. If needed a quick tour of the room will be provided to familiarize the group representative with the location of various items within room (also to unlock the exterior doors).
- ❖ Upon completion of the meeting, a representative of the group must notify the library personnel, and conduct a walkthrough of the room with them before leaving.

V. FURNITURE ARRANGEMENT

- ❖ All groups must return all chairs, tables and other furniture to their original positions after use of the room.
- ❖ The Library only has the chairs and tables that are in the room available for use, and groups are welcome to use them as long as the furnishings are not at risk of damage by their use. The group must bring in any other tables and chairs as needed.
- ❖ Library personnel are not responsible for setting up the meeting room in a particular arrangement.
- ❖ Walls may not be used for mounting or hanging of pictures, displays, posters, banners, etc.
- ❖ No signs, billboards, posters, or banners may be placed outside the building. Nor may any of the Library furniture or equipment be placed outside of the building.
- ❖ Equipment, materials, or furniture belonging to any group shall not be stored in the Library without the written permission of the Board of Directors of the Library.
- ❖ All trash, garbage, boxes, etc. that does not fit into the provided waste cans, must be taken with the group when they leave.

VI. KITCHENETTE

- ❖ If light refreshments are to be served, this must be indicated on the application form. The group may be liable for custodial maintenance or repair if the facilities are damaged and/or soiled to a degree requiring exceptional cleaning services.
- ❖ The kitchenette facility may be used to prepare light refreshments and drinks that require no cooking.
- ❖ Alcoholic beverages are not permitted.
- ❖ Red or dark punch is not permitted to be served when groups with youth and/or children are using the room.
- ❖ Clean up is the responsibility of the group or organization using the facility. Cleaning supplies, mops and brooms are located in the room.
- ❖ The Library will provide no dishes, utensils, or kitchen equipment. The library does not supply coffee, filters, or condiments.
- ❖ No food or drink shall be left in the kitchenette.
- ❖ The Library does not provide refreshments and/or drinks to any groups or programs that are not strictly Library functions.

VII. CLEAN UP & JANITORIAL FEES

- ❖ All groups must return all chairs, tables, and other furniture to their original positions after use of the room.
- ❖ All trash, garbage, boxes, etc. that does not fit into the provided waste can, must be taken with the group when they leave.
- ❖ A group representative must do a walk-through checkout with Library personnel before leaving the premises.
- ❖ The sponsoring group or individual making applications for the use of the facilities assumes all responsibility for damage to Library property and for leaving the premises in the condition in which it was found.

- ❖ A fee will be assessed for excessive cleanup and/or furniture rearrangement at a rate of \$20.00 per hour.
- ❖ If damage repair to the furniture or building is needed, that repair cost will be passed directly and billed to the Group or Organization.
- ❖ If cleaning services are needed and hired, that cost will be passed directly and billed to the Group or Organization.

VIII. GENERAL RULES

- ❖ Smoking is not permitted in any part of the library building or the meeting room.
- ❖ No alcoholic beverages, illegal drugs, gambling, firearms, or any types of incendiary devices are permitted on the library grounds or in the library facility.
- ❖ Any of the Library staff is authorized to terminate the meeting of any Group or Organization that becomes disorderly or objectionable.
- ❖ Entrance and exit of the people using the meeting room should be done through the meeting room entrance on the lower level.
- ❖ The Library staff cannot take telephone messages for individuals using the meeting room.
- ❖ The Library is not responsible for the theft or damage to property brought onto the library property.
- ❖ Meetings for groups whose members are under eighteen (youth) must be supervised and attended by an adult at a ratio of one adult per 10 youth.
- ❖ Groups and organizations may not use the Library address as the official address of their organization, or have any mail sent to the Library in their behalf.
- ❖ Distribution of pamphlets, leaflets, etc., and soliciting for the purchase of goods or services in the building by persons or organizations using the meeting room will not be permitted outside of the meeting room.
- ❖ The lobby areas of the Library, Children's Library, and the Adult Library upstairs are not considered part of the Meeting Room.
- ❖ No amplification of voice, music, or sound shall be made so that it may be heard outside of the meeting room, upstairs in the Adult Library or in the adjacent Children's Library.
- ❖ Groups must provide their own supplies such as paper, pens, and pencils. The Library will provide no office supplies or equipment.
- ❖ The Library does provide a copying service at the normal posted fee per page.
- ❖ The DuBois Public Library and the City of DuBois shall be held harmless from any injuries or accidents arising out of any group or individuals use of its facilities.

Policies adopted June 9, 2003

Policies revised and adopted February 15, 2010