

Policy: EL-103

Title: Meeting Room Policy

Adoption/Revision Date: April 17, 2018 / December 21, 2022 / April 19, 2023

Purpose:

To establish rules for how meeting and activity rooms may be made available for public use when they are not being used for library purposes.

General Statement:

The Eastern Lancaster County Library maintains meeting and activity room facilities intended to further the library's mission by facilitating the exchange of diverse information and ideas. The primary purpose of meeting rooms is for library activities, including programs presented by library staff, the Friends of the Library, and other organizations affiliated with the library.

When not being used for library activities, these facilities are made available to the public under the terms of this policy. Permitting the use of a meeting room does not constitute an endorsement of a group or organization by the Eastern Lancaster County Library.

Meeting Room Policy

STATEMENT OF PRINCIPLES:

- a. The Eastern Lancaster County Library is a public facility supported by private donations and municipal and state funds, and the meeting and activity rooms are used primarily for programs and services of the public library.
- b. Any use of Eastern Lancaster County Library facilities is subject to approval by the Library Director.
- c. Use of library meeting rooms/space shall not be disruptive or conflict with normal library operations or services. Requests for use may be denied or meeting room privileges suspended on this basis.
- d. The library meeting rooms are for meetings and programs of an educational, informational, cultural, or civic nature that enhance the library's role as an institution which connects people with information.
- e. The library reserves the right to limit use of the facilities by a group or organization to insure fairness to other groups in the community.
- f. The library reserves the right to limit use of the facilities by a group or organization that has caused a disturbance or damage or interfered with library operations.

- g. The library reserves the right to impose any additional rules or regulations, whether or not expressly provided herein, which may be in the best interest of the library in the operation of its facilities and, as such, they shall be binding on the applicant/user.

PROCEDURES FOR APPLICATION/SCHEDULING:

- a. Groups or organizations desiring use of a meeting room must submit a request via the Library's [online reservation service](#) (preferred) or submit a Room Request Form (Form LF108) to the Library Director.
- b. Within three business days of submission, the Library Director or designee will respond to the email address (or other contact information) in the submitted request with: notification of approval pending payment or disapproval, additional information as needed, additional questions as needed, and payment instructions.
- c. Reservations are not confirmed until the event is approved and payment is received.
- d. The library must be notified at least five business days in advance if any event is cancelled. Lack of notification will result in the loss of payment for that meeting. In the event of inclement weather, fees will be refunded only if the library closes.
- e. An estimated attendance count for the meeting will be provided at the time of application.
- f. Meetings will not generally be scheduled before or after library hours. Additional fees are required for events occurring outside normal operating hours. Meetings outside of library hours require a staff presence and entry/exit points will be defined by the library.
- g. Rooms may be reserved up to four months in advance. No more than four meetings may be scheduled during a four-month period. The reserving party must agree to the Library's Meeting Room Policy and Rules of Use prior to the confirmation of a reservation to use the space.

MEETING ROOM RULES OF USE:

- a. The sponsoring group, organization, or individual submitting an application for use of the facilities assumes all responsibility for damage to library property and for leaving the premises in its original order. The library assumes no responsibility or liability for accidents or loss of individual property in the Eastern Lancaster County Library. Groups or organizations or individuals using the facility do so at their own risk and are responsible for their own actions and the actions of their guests.
- b. Library staff may be permitted to observe or monitor a meeting at any time.
- c. The library retains the right to end a meeting at the sole discretion of the Library Director or his/her designee. Any group that does not comply with the policy and rules for use of meeting rooms or the library's Code of

Conduct and applicable laws, including occupancy regulations, will forfeit their right to future use of all library meeting rooms

- d. The meeting room should be left in a neat and orderly condition. Each group or individual is required to set up tables and chairs for their meeting and the group is required to return these items to their original position. Groups or individuals will be charged for damage to rooms and furniture beyond normal wear. Meeting rooms must be left clean and in the same condition as they were prior to the meeting. The group or organization is responsible for placing trash in the proper receptacles upon the conclusion of the program. Trash receptacles are located outside the back door.
- e. No sale of goods or services or the solicitation for future sales or services will be permitted without prior Library Director approval. "Solicitation" is any act or attempt to advertise, market, or sell any product or service or to seek membership in any organization, or to obtain a donation/contribution. This includes the collection of "free-will" offerings.
- f. Usage of any library phone number as a contact phone number for the meeting/event scheduled, including but not limited to written, verbal, or internet, to promote the event is prohibited without prior approval by the Library Director. The Library will not serve as a point of information referral for patrons who may have questions regarding the meeting or who wish to contact the meeting organizers.
- g. No non-library group or organization may use the Eastern Lancaster County Library as its address.
- h. Any printed or electronic publicity or marketing materials that include the Library's name and address must include the disclaimer: "This event is not sponsored by the Eastern Lancaster County Library."
- i. No admission fee for meetings or programs held in these rooms is permitted.
- j. Walls may not be used for mounting or hanging pictures, displays or posters.
- k. Children may not be left unattended or unsupervised by adults who are attending a meeting or program.
- l. If children under the age of 18 are present in the meeting room, there must be at least two adults (aged 18 or older) present in the room at all times.
- m. Groups or organizations or individuals may not use the Eastern Lancaster County Library name as a sponsor or a co-sponsor in promoting an event without specific permission from the Library Director.
- n. Smoking and consumption of alcohol on library premises is prohibited. Additionally, no candles, open flame or incense may be used during use of the room
- o. Refreshments may be served in the meeting room. Any individual or group serving food is responsible for cleaning up the room and not leaving any food behind.

- p. All meetings must be completed 15 minutes before the library closes unless other arrangements have been made with the Library Director in writing.
- q. Failure to abide by meeting room rules may result in suspension of use.

Budgeting:

Projected room rental income should be included in the library's budget.
Room rental rates are listed on Form LF108 "Room Rental Request".

Forms Associated with this Policy:

Form LF108 Room Rental Request

Referenced Policies:

None

End of Policy