

Plum Borough Community Library Meeting Room Policy and Room Request Form

- I. Room description
 - A. Maximum occupancy – 50
 - B. Seating arrangement is flexible
 - C. 8 banquet tables (8ft in length)
 - D. Projection screen and projector available

- II. Eligibility to use meeting room
 - A. All programs must comply with Plum Borough Library Policies.
 - B. Primary purpose of the room is for the use of the library for programs, activities and meetings and will take precedence over other groups.
 - C. Meetings, events, programs or activities that might disturb regular library operations are not permitted. If a meeting or event in progress does disturb regular library operations, the library reserves the right to immediately terminate the meeting or event. Upon notification of the disturbance, the group will immediately discontinue the disturbance or vacate the premises.

- III. Meeting Room Reservation Guidelines
 - A. Library sponsored programs are given preference in scheduling over all other meeting and events.
 - B. In case of meeting and events that are not sponsored by the library, scheduling of the meeting room will be given on a first-come first-served basis.
 - C. Because the meeting room is intended for the general use of the entire community, continuing and repetitious use by one group or individual is not ordinarily permitted. Exceptions can be made at the discretion of the Library Director.

IV. Scheduling

A. Room is only available during the following library operating hours: Monday –Thursday 10:00 - 7:30 and Friday-Saturday 10:00-4:30.

B. Forms are available at the library.

C. The Library Meeting Room may be reserved up to one year in advance of the date of the reservation. Exceptions may be made at the discretion of the library.

V. Reservations

A. Fees: Paid by cash or credit card - \$30.00 for up to 3 hours (Fee waived for nonprofits), \$10.00 for each additional hour. Plus an additional \$20.00 Reservation /Clean-up fee. The reservation/clean-up fee is refundable if the room is left clean and in order per staff inspection. Refund of fee will be by check from the library.

B. A reservation is not assured until the completed application and a 50% deposit are received and confirmed by the library. The remainder of fees is due the day of the event.

VI. General Rules

A. Smoking, vaping, and the use of tobacco products is prohibited in all indoor areas.

B. Alcohol and Gambling is prohibited.

C. The library does not provide carry service for supplies or materials needed for the event.

D. Nothing may be affixed to painted walls or any wood surface.

E. All decorations must be removed at the end of the event.

F. Babysitting for children of persons attending the event is NOT provided by the library. Children under the age of 12 may not be left unattended in the library.

G. Light refreshments are permitted.

H. All tables should be wiped down with wipes provided by the library, all trash should be placed in the dumpster, and the room should be returned to its original condition.

VII. Use of Projector and Screen

A. Do not unplug or disassemble any of the wires on the AV equipment in the room. Use of the equipment must be reserved prior to the day or the event. Please ask a staff member for assistance in setting up and operating the equipment.

B. Please contact a staff member when event concludes to assure that the equipment is properly secured.

VIII. Disclaimers

A. Permission for use of a library meeting room does not imply library or municipal endorsement of the views, opinions, policies or activities of groups, organizations or individuals using the library facilities. Any announcement or publicity implying such endorsement is prohibited. Neither the library nor the Borough of Plum is responsible for the accuracy, use or consequence of statements made during events.

B. Permission previously granted to a group, organization, or individual to use the meeting room may be cancelled at any time at the discretion of the director.

C. The library reserves the right to deny future access to library facilities to any group or individual who fails to comply with all policies.