

Policy for Use of Meeting Rooms

Guthrie Memorial Library - Hanover's Public Library

Passed by Library Board of Governors, January 19, 2006; Revision April 19, 2007.
Hanover Borough Council Revision Incorporated April 12, 2006

INTRODUCTION

Guthrie Memorial Library - Hanover's Public Library's meeting rooms are used for library purposes and are also provided to the public for cultural, civic and educational purposes. Library activities and functions have priority. Meeting rooms will, to the extent that is legal and consistent with library policies, be made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to meet at the library does not constitute an endorsement of that group's policies or beliefs. Attendance at meetings is limited by order of the Fire Commissioner.

INSURANCE CERTIFICATE

When requesting use of facilities, all applicants which intend to have more than 20 individuals present during the period of usage must provide a certificate of comprehensive general liability insurance from an A rated insurance carrier with minimum coverage of \$1,000,000 combined single limit for property damage and personal injury, and a \$2,000,000 aggregate coverage, arising out of its use of the facility. The certificate of insurance must include a rider naming Borough of Hanover as an additional insured.

EMERGENCY/WEATHER CLOSING

In the event of an emergency or weather closing, the library will not remain open for meeting room use. The organization's contact person will be notified by the library and the fee for use of the meeting room will be reimbursed. It is the responsibility of the organization to notify prospective attendees of the cancellation.

CANCELLATIONS

In the event that a scheduled meeting is cancelled by the organization, the library must be notified as soon as possible. Notification must be made 24 hours prior to the proposed meeting for fee reimbursement.

PRIORITIES OF USE

In general, the library allows organizations to reserve meeting rooms on a first come, first served basis with library and Hanover Borough related meetings taking priority. It may be necessary in unusual circumstances to preempt the booking of another organization. Should this happen, the library will contact the organization as soon as possible and the fee will be reimbursed.

FEES

Fees will be assessed based on non-profit or for-profit status and must be paid upon application. The current schedule of fees can be found on the application form. A security deposit of \$100.00/\$250.00 will be collected upon application approval and refunded upon satisfactory inspection of the room. Payment of room fees must be made in advance of use. Fees will not be refunded to any organization involved in improper use of a room. Fees for an organization charging admission to its program will be negotiated.

CONDITIONS OF USE

All users of the library facility must comply with all applicable state and federal laws and local ordinances. Facilities may not be used in any way which materially interferes with the orderly operation of the library or causes a threat to the safety of customers, library personnel, or property. Improper/dangerous conduct during a meeting will result in immediate eviction. Smoking is not permitted in the library meeting rooms.

Meeting rooms may not be defaced or damaged in any manner and should be cleared of all property of the organization upon completion of the meeting. Damage to the facility or equipment will be billed to the organization responsible for use of the room. User must not use items in the kitchen cupboards. Equipment use is prohibited unless arranged in advance. Equipment used must be returned to the place in which it was found. The user is responsible for cleaning up after use. It is not necessary to take trash to the dumpster, but it is expected that bags be prepared for removal.

No items should be left in the room. If a return to the library to remove items is desired, it must be arranged in advance. An additional charge will be assessed for staff time used to remove items if necessary before next room use.

Organizations using the meeting rooms must observe the public accommodation provisions of the Pennsylvania Human Relations Act under which it is unlawful "to discriminate against any person in the full use and enjoyment of such public

accommodation, on the basis of race, color, religion, sex, ancestry, national origin, handicap or disability, use of guide or support animals due to blindness, deafness, or physical handicap or because the user is a handler or trainer of guide or support animals.”

Users must limit themselves to the area contracted.

Any accidents or injuries must be reported immediately to a staff member. Please report number attending for our records.

Failure to abide by this policy or to cooperate with library staff will result in cancellation or refusal of future room use.

APPEAL AND REVIEW

The Board of Governors of the Guthrie Memorial Library - Hanover's Public Library will review the meeting room policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the library director to interpret the policy.

Appeals for changes in or exceptions to, any portion of the meeting room policy will be considered. An individual or organization wishing to file an appeal shall submit it to the library director in writing.

HOURS

Scheduled meetings may be held anytime during regular library hours. Special arrangements must be made for meetings that will extend beyond regular hours.

When using the room outside the hours of opening, 1) user should use the back door for access to the building (a doorbell in the staff area makes it easier for the staff member on premises to monitor user's arrival), 2) user is responsible for supplying someone to monitor the front door, allowing user's attendees entry and disallowing entry to others.