



## Use of Heritage Room and Meeting Space Policy

*Please read all parts of policy.*

The Paul Smith Library of Southern York County provides the use of its facilities to businesses, organizations and individuals for educational, charitable, recreational and public service purposes. Applicants may request the use of the Library for private meetings and functions, but not for private events which shall be open to the general public. The use of the Library facilities does not constitute the Library's endorsement of viewpoints expressed by the users, and any advertisement or announcement implying such endorsement is prohibited.

**Purpose and Operations:** Library facilities must be used in a manner which is conducive to its purpose. 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 Library personnel, property or patrons. Use of the meeting spaces for any activities that are inconsistent with the Library's purposes or operations will be denied or terminated. If, in the opinion of the Library Director, the use of facilities will interfere with the orderly operations of the Library or will inhibit the enjoyment of the Library by other patrons, the applicant may be required to schedule its use of the facilities at a time when the Library is closed to the public.

**Order of Use:** Library facilities may be reserved following submission of a written application and presentation of a photo I.D., which shall be reviewed and approved or denied by the Library Director based on the criteria set forth in this policy. Facilities will be reserved on a first come-first served basis. The Library reserves the right to revise any meeting arrangements and to preempt established agreements in order to accommodate Library and Friends of the Library programs. In such instances, the Library will provide reasonable notification to the applicant or user.

**Private Events:** All events not sponsored by the library will be private events that are not open to the public. Any events open to the public must be sponsored as library programs. This will be done at the discretion of the Director. Any effort on the behalf of an applicant to publicize a private function as being open to attendance by the general public, or to otherwise attempt to make a private function open to the general public, is in violation of this policy and will result in the revocation of any prior approval granted by the Library.

**Multiple Meetings:** Permission may be granted to groups and organizations for multiple meetings over a period not to exceed six (6) months and two (2) meetings per month. Renewal applications must be submitted. Prior use of the library meeting rooms will not entitle applicants to future use.

**Insurance:** 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 \$1,000,000.00 combined single limit for property damage and personal injury arising out of its use of the facility. The Certificate of

Insurance must include a rider naming the Paul Smith Library of Southern York County as an additional insured. The Paul Smith Library of Southern York County assumes no responsibility for property brought onto Library premises.

**Attendance:** The Heritage Room attendance is limited to a maximum of 50 individuals; the Children’s Area space is limited to a maximum of 25 individuals when closed with wall divider. Event leaders are required to document attendance at the event, and the documentation must be sent to the Library Director at the conclusion of the event so that the Library may accurately document patron visits and facilities use.

**Payments:** A 25% deposit will be due at time of booking to reserve the space. Bookings for multiple dates will be billed and paid at that time. All payments are due two weeks prior to the scheduled meeting date. Payments for multiple date bookings will be due two weeks prior to the first event date. If a rental is secured less than two weeks prior to the date, full payment will be due at time of booking.

**Cancellation:** In the event a scheduled meeting/event is canceled by the applicant, the applicant should notify the Director as soon as possible so that the space can be made available to others. If the applicant cancels or changes the reservation less than two weeks prior to the event, a 50% refund will be given. If the Library must cancel the use of the room, the applicant will be notified as soon as possible. If the Library closes due to inclement weather, the event will also be canceled. It is the responsibility of the renting group to contact the library to find out if it is open. Closings will be posted on the Library website and social media channels. If the Library elects to close or preempts the date or time, paid fees will be refunded or applied to a mutually agreed upon alternate date.

**Fees:** The Library has implemented nominal room rates for the use of facilities. Rates are as follows:

(a) During normal hours of operation:

	Heritage Room	Children’s Area
Non-profit use	\$25/hour	\$12/hour
Individual/Club/Group Cardholders	\$40/hour	\$20/hour
Individual/Club/Group Non-Cardholders	\$60/hour	\$30/hour
For-Profit Use	\$75/hour	\$50/hour

(b) Outside normal hours of operation, by the half day:

	Heritage Room	Children’s Area
Non-profit use	\$100 (per 4 hour block)	\$50 (per 4 hour block)
Individual/Club/Group Cardholders	\$160 (per 4 hour block)	\$80 (per 4 hour block)
Individual/Club/Group Non-Cardholders	\$250 (per 4 hour block)	\$125 (per 4 hour block)
For-profit use	\$500 (per 4 hour block)	\$250 (per 4 hour block)

The kitchen facilities are available for serving light refreshments. There is a \$25 fee for use of the kitchen area. No food and beverage items shall be served without the use of the kitchen facilities. The Library shall also charge a fee for equipment, audiovisual aids, consumables and similar items including, but not limited to copies. These fees will be determined by the Director based upon items needed. A security deposit of \$250 (separate from any rental fees) is needed to use any Library equipment or audiovisual aids. If items are returned in the same condition to which they were before use, the security deposit will be returned to the applicant. All fees will be due 30 days prior to the rental or at time of rental, whichever is sooner. Rental fees are non-refundable.

**Cleaning:** The Library strives to maintain the Heritage Room and meeting space in its best condition at all times. Applicants are expected to use the facilities in an orderly, organized and clean manner each time. To do so, the following guidelines have been created:

1. All applicants and users of Library facilities must take any trash produced during the event, meeting or program with them at the end of their usage. Trash removal is solely upon the applicant and user, and if trash is not removed after usage, a \$30 fee will be charged.
2. Applicants and users are expected to clean up any spills or mess that is created in the Heritage Room and/or meeting space. A vacuum is available for use if needed to clean the floors from any debris from crafts or projects. Tables and chairs must be free of stains, residue or dirt at the end of the event, meeting or program. Failure to leave the facilities in the order that the applicant or user entered will result in a \$50 per hour fee for cleaning of the space.
3. Applicants and users are free to use the tables and chairs in any formation that they please, so long as it is safe to participants. Moving furniture is the sole responsibility of the renter. Upon arrival, the renter may request staff assistance in moving furniture, but this will be done upon the discretion of the staff based upon current staffing and circulation desk needs. At the end of the event, meeting or program, all chairs and tables must be rearranged in the order the room was found in the beginning. Failure to leave the facilities in the order that the applicant or user entered will result in a \$50 per hour fee for returning tables and chairs to their original position.
4. The exterior door to the Heritage Room may not be propped open at any time during usage.

**Rules of Use:** Based on past experiences with usage of the facilities, the following rules are in place:

1. The premises are not to be used for sale of services or product. However, purchase of materials required for a class or event is permitted.
2. Smoking, alcoholic beverages, gambling and illegal drugs are strictly prohibited in any area of the Library.
3. The applicant agrees to comply with all fire codes and other safety rules applicable to patrons of the Library.
4. Youth groups shall require adult supervision of one adult for each 10 youths.
5. Any and all historical materials or items in the Heritage Room are to be treated with extreme caution and care. No historical items may be touched or removed from their place. Anyone found tampering with historical items will be charged a fee for damages.
6. Applicants must be in good standing with the Library, and any other York County Library system libraries, at the time of the application and usage. This includes:
  - a. No outstanding fines.

- b. No inappropriate behavior resulting in previous warnings or bans.
- 7. Paul Smith Library will not handle any monies created or derived from any applicant's program or event. Applicant must make arrangements for purchases or sale of class or program materials.
- 8. Failure to adhere to these rules will result in forfeiture of future facilities use.
- 9. No advertisements for private events will be permitted as they are not open to the public. As stated previously, any events open to the public must be sponsored by the library. The library will advertise all library sponsored events. Any other advertising requested beyond the library's normal advertising methods will be the responsibility of the program presenter and must be approved by the Library Director in advance. Please use the correct name of the library (Paul Smith Library of Southern York County) in all publicity. Also, it must be made clear that the library is NOT the sponsor of the meeting. You may not use the library address as your address but may use it for the purpose of advertising location of your event.