

## Facility Use Policy

Martin Library (Library) makes available designated rooms within its facility to businesses, organizations and individuals for educational and recreational purposes

Martin Library reserves the right to prioritize use of rooms for staff and Library sponsored or co-sponsored programs and events. The library also reserves the right to limit bookings during times when the Library is closed and/or when staff resources are unavailable; or to cancel bookings.

Applicants may request the use of Library facilities for private meetings and functions, but not for events, which shall be open to the general public. Any effort on behalf of the applicant, event organizer or associates to publicize a meeting or function as being open to attendance by the general public, or to otherwise attempt to make a meeting or function open to the general public, is in violation of this policy. These result of such actions is the revocation of any prior approval granted by the library.

The use of Library facilities does not constitute the Library's endorsement of viewpoints expressed by Library users, and any advertisement or announcement implying such endorsement is prohibited.

Rooms are generally available for use during regular Library hours of operation, unless otherwise indicated. Reservations outside of regular hours of operation are dependent on several factors including availability of Library facilities and support staff.

Smoking, gambling, and illegal drugs are strictly prohibited in any area of the Library. The serving of alcoholic beverages must be approved in advance.

## Facility Use Reservation and Booking Procedure

Library facilities may be reserved by businesses, agencies, or organizations who conduct business in York County and individuals who are members of York County Libraries. Submission of an online Facilities Use Application (Application) is required. The application shall be reviewed and approved by the Facilities Use Coordinator and Library Director based on criteria set forth in this document.

The reservation process begins when the application is received, availability of space, staffing, and equipment requested is verified. A Facilities Use Agreement (Agreement) is then sent to applicant/event organizer to be reviewed, signed and returned with payment. Not until this time is the requested space officially booked.

Facilities will be reserved in the following priority:

1. Library sponsored meetings or programs
2. Partner agencies or organizations
3. Library staff
4. Other meetings and programs
5. Individuals

Rooms are reserved directly through the Facilities Use Coordinator and may be made up to six months in advance. Extension of this agreement must be requested and are not automatically approved.

#### Facilities Use Coordinator Contact Information:

Phone: 717-849-6969  
Email: FacilityUse@yorklibraries.org

#### Study Rooms and Atrium Tables Contact Information:

Information Services Department.  
Contact: 717-849-6955  
Email: InformationServices@yorklibraries.org

The library reserves the right to revise any meeting agreements and to preempt established agreements based on the above priority designation or other business reasons. In such instances, the Library will provide reasonable notification to the applicant/organizer. If the Library closes to the public (ex: weather or emergencies), reservations will be cancelled. (To verify closings call 717-849-6902).

Applicant/Event Organizer contact information for the day of the event must be provided.

### Facility Use Requirements

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 Martin Library Association as an additional insured.

The applicant agrees to comply with all fire codes and other Library policies.

Applicants with 20 or fewer attendees anticipated are required to provide a list of attendees prior to the event. Event organizers will verify attendance.

Use of Library meeting rooms for any activities that are inconsistent with the Library's purposes or operations will be denied or terminated. The Director may deny application if determined the use of the facilities will interfere with the orderly operations of the Library, inhibit the enjoyment of the Library by other patrons, or cause a threat to the safety of Library personnel, property or patrons. An applicant may request use of the facilities at a time when the Library is closed to the public. Requests for events outside normal business hours are considered on a case-by-case basis.

Library facilities must be used in a manner that is conducive to its purposes. Facilities may not be used in any way that interferes with the orderly operation of the Library. Smoking, gambling, and illegal drugs are strictly prohibited in any area of the Library. Serving of alcoholic beverages must be approved in advance. The Library reserves the right to ask guests or attendees to leave the facility based on established building use policies and practices.

No restrooms will be available during normal business hours.

## Fees/Rates

Rooms are generally booked for a half day or full day. A half day is defined as a booking of 4 hours or less. The full day rate applies to bookings of more than 4 hours. Set up and tear down time is included in the booking. If additional time is requested for set up, that time is subject to additional charge.

### Co-sponsored Events

No room rental fees will be charged for events that are co-sponsored with the Library. The decision to co-sponsor an event is made by the Library Director. Co-sponsored events may be promoted through Library approved communication channels.

### Non Library Events or Programs

Fees charged for room bookings vary by space requested and whether the renting organization/group is a non-profit, for profit or individual.

A *non-profit* organization's purpose is service to the community including registered charities and community groups. These organizations have official designations.

A for-profit business' purpose is financial gain. Individuals generally book private events such as birthday parties and baby showers. The for-profit rate applies to both.

| Location       |                    | Security Deposit | Half Day Rate (not for profit rate) | Full Day Rate (not for profit rate) |
|----------------|--------------------|------------------|-------------------------------------|-------------------------------------|
| Martin Library | Bill Simpson Room  | \$0              | \$50                                | \$75                                |
|                | Program Room       | \$0              | \$50                                | \$75                                |
|                | Quiet Reading Room | \$0              | \$100                               | \$150                               |

| Location       |                    | Refundable Security Deposit | Half Day Rate (for profit rate) | Full Day Rate (for profit rate) |
|----------------|--------------------|-----------------------------|---------------------------------|---------------------------------|
| Martin Library | Bill Simpson Room  | \$100                       | \$100                           | \$150                           |
|                | Program Room       | \$100                       | \$100                           | \$150                           |
|                | Quiet Reading Room | \$100                       | \$300                           | \$500                           |

| Location       |                       | Refundable Security Deposit | Closed Hours (not for profit rate) | Closed Hours (for profit rate) |
|----------------|-----------------------|-----------------------------|------------------------------------|--------------------------------|
| Martin Library | The Bill Simpson Room | \$200                       | \$500                              | \$1000                         |
|                | The Program Room      | \$200                       | \$500                              | \$1000                         |
|                | Quiet Reading Room    | \$200                       | \$2000                             | \$3000                         |
|                | Atrium/Audio Visual   | \$200                       | \$1000                             | \$1500                         |
|                | Brownstone Parlor     | \$200                       | \$1000                             | \$2000                         |

**Room Set-up / Tear-down**

Room configuration must be included in the application. The Library provides routine chair and/or table set-up, Special requests may require a **set-up fee**.

All food/beverage arrangements, additional set-up and clean-up are the responsibility of the applicant/organizer booking the room. All food and beverage items must be removed from the meeting room at the conclusion of the booking period. Garbage must be disposed of in bins/bags provided.

Applicant/Organizer is responsible for leaving the room in a clean and organized condition. Set-up and take down must occur within the timeframe of the booking. If staff are required to wait for the applicant/organizer or guests to leave at

closing, **closed hour fees** will be added to the rental and security deposit will not be returned.

### Audio Visual Equipment

A/V equipment may be made available on request for a **scheduled fee** when the Library is open. Requests for all needed equipment/supplies should be made at the time of application and confirmed at booking. Organizer should provide own laptop. Organizer are responsible for the operation of such equipment, as well as any damage or replacement costs.

Organizations are responsible for the rental of any equipment beyond what is available at the Library. The Library reserves the right to regulate the use and installation of all additional equipment. All equipment must conform to fire and safety codes.

## Food and Beverages

The intent to serve food or beverages must be indicated on the initial Application.

Use of cooking appliances is limited to availability of Library equipment only. All heating sources must be approved of in advance of the program. Not all rental spaces have access to kitchens with stoves, microwaves or refrigeration.

Food and beverages are not allowed near Library computers or equipment.

## Alcohol Policy

Permission must be obtained from the Director/President to serve alcohol on Library premises. Alcohol may not be served during Library regular hours of operation.

For private events hosted by individuals or organizations, the applicant/organizer is responsible for meeting all regulatory requirements, including obtaining a Special Occasion Liquor License, insurance, and providing the Library proof that the requirements have been meet.

Library staff are responsible for obtaining appropriate permissions and licenses for Library sponsored and co-sponsored events unless other arrangements are made.

## Library Room Rental Payments/Contact information

Payment may be made:

### In Person

At any desk checkout or circulation desk with approved contract. Our checkout desks accept cash, checks and credit cards. Contract number will be recorded with payment.

**By Mail**

Send a copy of your contract and check payable to:

Martin Library  
Meeting Room Payments  
159 East Market Street – 3<sup>rd</sup> Floor  
York, Pa. 17401