

Facility Use Policy

Policy

Martin 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. First priority is given to library and co-sponsored events.

Martin Library reserves the right to revise any meeting agreements and to preempt established agreements based on library program priority. In such instance, the library will provide reasonable notification to the applicant.

If Martin Library closes to the public (ex: weather or emergencies) reservations will be cancelled. (To verify closings call 717-849-6902)

Guidelines

Individuals requesting meeting rooms must be 18 years of age and hold a York County Libraries library card.

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

Submission of a Martin Library Room Rental Form is required.

By reserving a meeting room, groups and individuals using Library meeting rooms agree to the Meeting Room Policy and Meeting Room Guidelines.

Meetings must not be open to the general public.

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.

Use of library 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 use of facilities causes a threat to the safety of library personnel, patrons or property.

Rooms are generally available for use during regular library hours unless express permission is granted.

An applicant may request use of the facilities at a time when the library is closed to the public. Requests for events outside of normal business hours will be considered on a case by case basis.

The person requesting use of a meeting room will be held responsible for the orderly conduct of the group and for any loss or damage to Library property or equipment.

Refreshments may be brought into Library meeting rooms. The group serving them will be responsible for any clean up following the meeting.

Use of cooking appliances is limited to availability of Library equipment only. All heating sources must be approved of in advance of the program. Candles and open flames of any kind may not be used in meeting rooms.

Smoking, gambling and illegal drugs are strictly prohibited in any area of the library.

Tacks, nails, glue or tape shall not be used on walls or furnishings.

The serving of alcoholic beverages must be approved in advance.

Restrooms are available for use by groups using a meeting room.

A/V equipment may be made available on request for a scheduled fee when the library is open. Applicants are responsible for operation of equipment as well as any damage or replacement costs.

Applicants agree to comply with all fire codes and other library policies.

Martin Library is not responsible for security or storage of property owned by those using the Library nor is it responsible for damage or loss of property of others.

Upon request; applicants which intend to have more than 20 individuals present during the period of usage must provide proof 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.

Rooms are reserved directly through the Facilities Use Coordinator and may be made six months in advance.

Facilities Use Coordinator

Phone: 717-849-6969

Email: kklinedinst@yorklibraries.org

The reservation process begins when the application is received; availability of space, staffing and equipment requested is verified. The application will be reviewed by the Facilities Use Coordinator and reviewed, signed and returned with a security deposit. Not until this time is, the requested space officially booked.

Attendance is limited by meeting room seating capacity.

Accidents must be reported to a staff member who will report the incident in accordance with library procedure.

Study Rooms and Atrium Tables – Contact

Information Services Department

Phone: 717-849-6926 or 717-849-6927

Email: InformationServices@yorklibraries.org

Library Room Rental Payments/Contact Information

Payment may be made:

In Person

At any desk checkout or circulation desk with approved contract.

By Mail

Send a copy of your contract and check payable to:

Martin Library

Meeting Room Payment

159 East Market Street – 3rd Floor

York, Pa. 17401