

## Library Multipurpose Room Policy

The Library Multipurpose Room is used for programs sponsored by the Library, the Friends of the Library, and other Library and Township related organizations furthering the Library's mission to provide access to resources which aid the individual in the pursuit of education, information, research, and the creative use of leisure time. This room is intended for the Library's general informational, educational, and cultural needs, including activities such as discussion groups, panels, lectures, storytimes, puppet shows, and films. When library activities are not taking place, certain other groups may use the room for lawful purposes.

The Library has established this policy regarding library meeting room use and is the sole authority in interpreting these rules and regulations. The Director is authorized to accept reservations for the use of the meeting rooms in accordance with these policies and regulations, and to deny or immediately terminate permission to any group whose programs or policies are inconsistent with the best interest of the Library or that violates these policies and regulations.

The person signing for the organization assumes responsibility for the conduct of the group and the protection of Library property in connection with the meeting. Neither the Library nor the Township of Upper St. Clair will be responsible for injury to persons or property while the building or grounds are used by any group.

### **Library Multipurpose Room Availability**

The Library endorses the American Library Association's Library Bill of Rights which states: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

A civic group requesting use of the space must be a community-based, non-profit club or organization. The meeting should be non-exclusive and open to the public, and it must serve an educational, cultural, or civic purpose in the community.

The room may not be used by profit making ventures or by representatives of profit making companies and/or organizations to advertise or sell their goods or services.

Receptions, rallies, parties, campaigning or petitioning of any kind, and worship services are specifically prohibited.

Solicitation of donations, admission or other charges, money-raising activities, and/or sales are not allowed. Only the Library or a library group may sponsor a fund-raising or purely social program in the meeting room.

Scheduling may be limited, when necessary, to ensure equitable access to the facilities for the entire community.

Groups may be limited to one function per month.

The Library reserves the right to cancel a reservation if the space is required for its own use. Every effort will be made to give adequate advance notice.

### **User Guidelines**

Meeting room users are required to comply with the Library Behavior Policy. The Library Director, or designee, shall have the authority to end meetings and/or clear/close meeting rooms, as deemed necessary, to protect the health, safety, and welfare of individuals and property, and to maintain proper use of the Library facilities.

Please note:

- This is a meeting room, not an art room. Arts and crafts activities are prohibited.
- No tacks, pins or transparent tape are allowed on the painted walls.
- Smoking, tobacco products and alcoholic beverages are not permitted.
- Exits must be kept clear at all times.
- No open flames are allowed.
- Lights must be turned off and the building secured when leaving.

Users must provide their own meeting supplies. No equipment is available.

Maximum room capacity is 50 persons. Tables and chairs are available for groups to set up to meet their individual needs. The Library does not assume responsibility for setting up the room. When the meeting is concluded, the room must be cleaned up and all furniture returned to its original position.

Room reservations are not transferable from one group to another. The applicant should notify the Library of any meeting cancellation. In the event of a Library emergency closing, every effort will be made by the Library staff to notify the person listed on the meeting room application.

Any groups or individuals who fail to observe any of the above conditions will have future meeting room use denied.

### **Refreshments**

Light refreshments may be served in the meeting room. Catered and/or prepared food may be brought in; however, no kitchen facilities are available. Responsible parties will be billed for any extra cleaning required as a result of food or beverages in the room.

**Application for use**

One completed application form for each date must be submitted in person at the Adult Reference Desk. The application must be signed by an authorized representative of the group who is at least 18 years old, resides in the area, has a library card in good standing, and who shall attend the meeting and be responsible for the conduct of the meeting and for any damages to facilities (see ATTACHMENTS).

Inquiries from the public about the meeting will be referred to the person listed on the application.

Meetings should not be publicized in a manner that suggests Library sponsorship or affiliation. With the permission of the Library, a flyer advertising the meeting may be placed on the community bulletin board.

All users shall be responsible for the repair of property damage beyond normal wear. Please report damages or abnormal conditions to the Library or the Police Department prior to your use of the Library Multipurpose Room.

Thank you for your cooperation in following these guidelines. The USC Library appreciates your commitment to keep its meeting room in good condition.