

## **Community Room and Conference Room Policy Ligonier Valley Library**

Effective: January 1, 2012

The Ligonier Valley Library welcomes the use of its Community Room and Conference Room by organizations engaged in educational, cultural, civic, intellectual and charitable activities.

Meetings and programs sponsored by the Ligonier Valley Library will be given priority in the scheduling of the Community Room and Conference Room, after which other requests will be considered by the Director in the order in which they are received.

The Ligonier Valley Library reserves the right to revise any meeting arrangements scheduled if necessary and to preempt established reservations upon a 30 day notification to the organization. Security deposits (if applicable) will be refunded in full. Meetings may also be canceled without the 30 day notice in the event of a building emergency, weather-related emergency or any event requiring the library to close. The library is not responsible for the loss of advertising or promotional material costs due to the cancellation.

Use of the Community Room or the Conference Room does not constitute the library's endorsement of viewpoints expressed by participants in the program.

No organization meeting at the Ligonier Valley Library shall use the library as its official address or the library's telephone number or e-mail address for the relay of messages of the organization.

### **RULES AND REGULATIONS**

All groups using the Ligonier Valley Library facilities must agree to the following guidelines. Failure to comply with these guidelines will result in refusal to confirm future reservations for the offending group.

1. Individual/groups using the Community Room and Conference Room at the Ligonier Valley Library may not discriminate on the basis of race, sex, color, creed, national origin, religious belief or handicap, against any person requesting admission to the meeting.

2. Meetings or programs which in the opinion of the Library Director represent a threat to the health or safety of library patrons and/or employees or to the orderly use of the library will not be permitted. The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal or orderly manner.

3. Each group is responsible for monitoring the maximum capacity of each meeting. The library reserves the right to deny admission to anyone in excess of the fire code capacity.

- Community Room maximum capacity: 100 people, seated
- Conference Room: 20 people, seated

4. Smoking is not permitted in any area of the Ligonier Valley Library.

5. The Community Room and Conference Room are available for use during regular library hours. Meetings will be held at times approved by the Library Director, although meetings may not begin until half an hour after the library opens and must conclude no later than half an hour before closing.

6. Light refreshments (coffee, punch, cookies) may be served in the Community Room or Conference Room. Alcoholic beverages are not permitted.

7. The group is responsible for setting up chairs and tables for its members and putting them away when the meeting is finished. Arrangement can be made for setting up the room, but a fee will be charged. The set up fee is non-refundable if the meeting is canceled by the group on the day of the meeting.

8. The elevator and all exits leading to the Pennsylvania Room must remain accessible to the public at all times during the meeting.

9. Any damage to the premises or library furnishings as a result of the meeting will be paid by the group. User agrees to pay for any special maintenance required and all damages done to the Community Room or Conference Room during the meeting. User also agrees to pay for all damage done to the library premises as a result of a meeting.

10. Audiovisual equipment is available for an additional fee.

11. The Ligonier Valley Library assumes no responsibility for private property brought into the building. The library does not provide storage

space for property or supplies of groups or organizations using the Community Room or the Conference Room.

12. The group is responsible for supervision of all children who may accompany its members. Children 8 years of age and under must remain with the group or be supervised by an adult who remains with them. Groups younger than 18 years old must have adult supervision who assumes responsibility for the groups' activities and for the care of property and facilities.

13. No signs, posters, or announcements may be placed anywhere in the building without the express permission of the Library Director. Any permitted signs, posters or announcements must clearly state that the meeting is not sponsored by the Ligonier Valley Library.

14. The organization agrees to indemnify and hold the library harmless from any and all claims, suits, damages costs, losses, and expenses in any manner resulting from or arising out of the organization's use of the room. The library reserves the right to require a certificate of insurance.

15. The Community Room and the Conference Room must be left in the same state as was found prior to the meeting. All garbage and litter from the meeting must be removed from the premises.

16. Library staff will not take or deliver messages for meeting participants.

17. Cancellations must be made two business days prior to event. If an organization fails to appear for its scheduled meeting, it forfeits all fees paid at the time of reservation.

18. No Ligonier Valley Library equipment, materials or supplies are to be removed from the premises.

19. The contact person for each organization is responsible for ensuring that each member of his or her group is aware of and abides by these regulations.

20. Future use of the Community Room may be restricted or denied for any violation of these rules.

## **RESERVATIONS**

Requests for use of the Community Room or Conference Room may be made by completing a reservation form. Reservations must be made at least one week in advance. The payment of all related fees must accompany the form. Requests will be honored on a first-come, first-served basis. The Office Manager will maintain a reservation schedule. Cancellations must be made two business days prior to event.

## **REVIEW PROCESS**

The user or group may appeal any decision under the Community Room and Conference Room Policy to the Board of Trustees of the Ligonier Valley Library.

Such appeal shall be filed in writing with the Library Director within 10 days after the notice of the decision is given to the user or group representative. Such notice shall be deemed given to the group when the decision is personally delivered in writing to the user or group representative or when the written notice is sent to the user or group representative by first class or certified mail.

In the event of such an appeal, the Board of Trustees shall hold a hearing for the purpose of hearing evidence relevant to the appeal.

Within 30 days after conclusion of the hearing, the Board of Trustees shall make a written recommendation regarding the matter. The written recommendation will be the final decision concerning the appeal.