

Meeting Room Policy

Approved by Board of Trustees: 11/15/2022

Last Updated: 11/15/2022

Last Review: 11/15/2022

The Dauphin County Library System (The Library) is a limited public forum and provides meeting room space for meetings and programs of an informational, educational, entertainment, cultural, business or civic nature.

The Library subscribes to the principles set forth in the American Library Association Library Bill of Rights as reaffirmed January 23, 1996.

The Dauphin County Library System provides meeting room space as a public service and does not endorse the views or opinions of groups utilizing these facilities.

The Library is committed to diversity, equity and inclusion and applying all policies in a neutral and nondiscriminatory manner and with an empathy driven approach.

Eligible Meeting Room Users

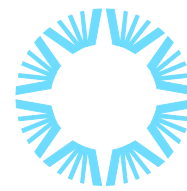
The group or individual desiring to use the meeting rooms must complete a Meeting Room Agreement annually, be 18 or older and agree to follow all library policies.

In general, groups are given priority in the following order when there are conflicting requests for rooms:

1. Library and Friends of Library Programs
2. Local Government Meetings/Programs
3. Programs prepared for the public and free of charge
4. Community Members/Groups and Non-profit
5. Social Events
6. Activities of Profit-Making Organizations/Businesses with the intention of generating revenue for an organization/business.
7. Sales Activities

Meeting Room Responsibilities

1. Meetings may be scheduled up to four times a month. Written permission from the Public Services Director is required for use of the facilities with greater frequency or for consecutive days.

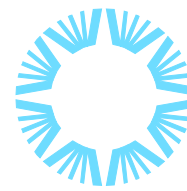


2. The time of the program/meeting must correspond to the open hours of the library up to a half an hour before closing for meetings and 60 minutes for social gatherings involving food and drinks.
 - a. The organization, group or individual must vacate the meeting room at the designated time or the individual responsible for the room will be billed at the hourly rate (see meeting room fees)
3. Persons responsible for the meeting room are required to sign-in at the front desk prior to using the room and sign-out after the room is inspected by library staff.
4. An adult 18 or over must be present for all meetings. Individuals are responsible for the actions of those attending the meeting, including enforcing the DCLS Children's Safety
5. Meeting room users are responsible for carrying their own supplies and operating equipment they use. The library is not responsible for equipment or materials owned by a community group and used in the library. No storage space is available.
6. Groups and individuals are responsible for room setup and may arrange furnishings as needed, as long as the furnishing, library property, and individuals are not at risk. Rooms must be rearranged prior to leaving according to posted instructions.
7. The meeting room applicant assumes all responsibility for damage to library property and for leaving the premises in the condition in which it was found, including the arrangement of furnishings and the cleanup of trash.
 - a. Meeting room user could be assessed a fee for damage to library property, or for cleaning. Damage caused to the room or leaving the room in poor condition could result in restriction from further use.

Prohibited Uses and Activities

1. Illegal activities.
2. Interferes with its operations or is considered dangerous to people, property.
3. Use of candles, incense or any other smoke or flame-producing devices are not permitted to be used in any area of the library.
4. High intensity exercise programs and classes
5. Displays, decorations, and signs may not be affixed directly to the walls, doors, flooring, furniture, ceiling, etc. in a manner that will leave a residue, stain, scratch, or otherwise mar these surfaces or obscure exit signs, library information, or doors.
6. Library property may not be removed from the room or walls.

Impromptu Use of Meeting Rooms



If a meeting room is currently unused, it may be made available, free of charge, to groups in the library looking for a separate study space.

1. All of the same usage and behavior guidelines apply to these groups.
2. The use of the room in this situation is at the discretion of the person in charge at each library location.

Free Meeting Room Use

Room use is free to groups meeting the following criteria:

- Free of charge
- Open to the public
- Not held with the intention of generating revenue

*Meeting rooms may also be used free of charge by tutors, agency interviews, and local homeowners' associations

The Library welcomes and appreciates all free-will monetary donations for the use of the meeting room.

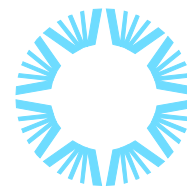
Meeting Rooms Fees and Maximum Occupancy

East Shore Area Library

Room A	\$40 per hour/ \$20 non-profit
Maximum Occupancy - 60	
Room B	\$40 per hour
Maximum Occupancy - 45	
Room A & B	\$60 per hour/ \$30 non-profit
Maximum Occupancy - 105	

William H. & Marion C. Alexander Family Library

Anna M. Rintz Community Room (Room A)	\$40 per hour/ \$20 non-profit
Maximum Occupancy - 60	
Anna M. Rintz Community Room (Room B)	\$40 per hour/ \$20 non-profit
Maximum Occupancy - 40	
Anna M. Rintz Community Room (Room A & B)	\$60 per hour/ \$30 non-profit
Maximum Occupancy - 100	
The Solarium	\$20 per hour/\$10 non-profit
Maximum Occupancy - 12	



Policy

Conference Room Maximum Occupancy - 20	\$20 per hour/\$10 non-profit
<u>McCormick Riverfront Library</u> Community Learning Center Maximum Occupancy – 60	\$60 per hour/ \$30 non-profit
Alexander Community Room Maximum Occupancy – 12	\$20 per hour/\$10 non-profit
Kunkel Foundation Community Room Maximum Occupancy – 40	\$40 per hour/ \$20 non-profit
<u>Elizabethville Area Library</u> Community Room Maximum Occupancy - 108	\$40 per hour/ \$20 non-profit
<u>Kline Library</u> Community Room Maximum Occupancy - 54	\$40 per hour/ \$20 non-profit
<u>Northern Dauphin Library</u> John P. Nestor Community Room Maximum Occupancy - 54	\$40 per hour/ \$20 non-profit
<u>Madeline L. Olewine Memorial Library</u> H. B. & Grace Alexander Community Room Maximum Occupancy - 54	\$40 per hour/ \$20 non-profit

Payments

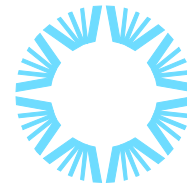
The total room fee is payable the day of the event at The Library. Please note that there is no PA sales tax collected on room usage.

After Hour Events

Requests for an afterhours event will be directed to the Community Relations Department. A fee will be assessed depending on the day, time, length, and type of event.

Use of Kitchens

The East Shore Area Library and the William H. & Marion C. Alexander Family Library have kitchens available for use by meeting room users for a \$10 fee. Kitchens are supplied with an oven, stove, refrigerator, sink, and microwave (coffee pot at AFL). The McCormick Riverfront Library has a Kitchenette available for meeting room users for a \$10 fee. Kitchenette includes



refrigerator, sink and microwave. Groups serving food and/or beverages must provide their own dishes, cups, utensils, and napkins. All groups using library kitchens are responsible for leaving the kitchen and appliance clean.

Alcohol at an Events

Alcohol may be served in meeting rooms as part of an event with prior permission through a separate application process. All decisions regarding the serving of alcohol at an event must be approved by the Executive Director. For more information and to apply to serve alcohol at your meeting or event at the Library please contact Community Relations.

Advertisements

Please see the Handout and Advertisement Policy.

Cancellations

In the event a meeting is canceled, or altered, the meeting organizer must notify the Library Manager 24 hours in advance or earlier so that the space may be made available to others.

The library system reserves the right to schedule and alter room assignments according to the library system's needs. If the library cancels or changes the use of a meeting room, the library staff will notify the group or individual as soon as possible