

Palmyra Public Library Meeting Room Policy

Facility Description

Palmyra Public Library's (hereafter "the Library") meeting room is available for public use. This room is available for meetings of an educational, cultural, recreational, or civic nature. Library-sponsored programs and meetings take precedence in scheduling the use of the meeting room. The Library, which is a limited public forum, provides this space as a public service, but does not endorse the views or opinions of the speakers or groups utilizing the facility. Features include:

- Restrooms located near the meeting room.
- Projection screen mounted from ceiling.
- Coat rack conveniently located in meeting room.

Meeting Room Occupancy	
Tables and Chairs	4 (6'x2.5') tables available; 15-25 people
Chairs Only	35 people

Helpful Hints

1. Read the Meeting Room Policy thoroughly before submitting your application.
2. To obtain an application you may download one from our website (lclibs.org/Palmyra), pick up an application form at the Checkout desk, or call the Library at 717-838-1347.
3. Reservations cannot be confirmed until the application has been received and approved by the Executive Director.

Meeting Room Priorities

Programs or meetings sponsored by the Library or Friends of the Library are given priority.

Prohibited Uses and Activities

Tobacco, smoking, gambling, illegal drugs, alcoholic beverages, and other illegal activities are not permitted in the Library or meeting room.

General Guidelines

1. Meetings or programs must end at least 15 minutes prior to the Library's closing time.
2. The organization using the room is responsible for room setup. Library staff is not available to change the room arrangement or to provide support services such as carrying equipment or materials into or around the Library or operating audio-visual equipment.
3. The meeting room must be left in the condition in which it was found.
4. The Library is not responsible for equipment, supplies, materials or personal possessions owned by or left behind by sponsors or attendees.
5. The organization will be billed a minimum fee of \$50.00 up to replacement cost for any damage to Library property. Damage and spills must be reported to staff prior to leaving the Library.

6. Charts, pictures, displays, posters, etc. may **not** be mounted on walls.
7. The person and/or organization making the reservation will be held responsible for the proper conduct of those attending the meeting.
8. At least one adult must be in the meeting room at all times with children under the age of 18.
9. Activities and materials must be contained within the room.

Application Process and Reservations

1. All those who wish to use the meeting room must complete the Meeting Room Application Form. All applications must be approved by the Executive Director.
2. Applications will be reviewed within five working days of receipt of the completed application and applicants will be notified as to the status of their application. Activities that have the potential to be disruptive to Library operations will not be approved, such as parties.
3. The Library reserves the right to request additional information from an organization requesting use of the Library's meeting room. This information may include, but is not limited to, bylaws, articles of incorporation and non-profit status.
4. Once approved, room reservations will be scheduled and confirmed. Please notify the Library immediately if a meeting is canceled. If the organization fails to check in at the Library within 30 minutes after the scheduled start time, the room may be made available to another group.
5. **Meetings are held during the following hours:**

10 a.m. – 7:45 p.m.	Monday – Wednesday
10 a.m. – 4:45 p.m.	Thursday & Friday
10 a.m. – 3:45 p.m.	Saturday (September through June)
10 a.m. – 12:45 p.m.	Saturday (July & August)

Please note that Library hours are subject to change.
6. A fee of \$25 per quarter hour or any part thereof will be charged for Library staff staying past closing time.
7. If the Library closes early due to emergency situations or inclement weather, Library staff will attempt to notify the contact person of cancellation. To inquire about Library hours you may call the Library at 717-838-1347, check the library's Facebook page (www.facebook.com/PalmyraLibrary), Cancellations.com or view weather closings on WGAL. In the event of an emergency or weather closing, all reservations are automatically canceled.
8. Authorization to use the meeting rooms is not transferable to another organization.

Meeting Room Fees

Free Use: The use of the meeting room is free of charge to organizations of an educational, cultural, recreational, or civic nature, provided the meetings or programs are free of charge, and are not held with the intention of generating revenue. The Library welcomes and appreciates all free-will monetary donations for the use of the meeting room.

Publicity

1. Organizations are required to use the name "Palmyra Public Library" in any publicity and to specify that the Library **is not** the sponsor or host of the program. Neither the name nor address of the Library may be used as the official address or headquarters of any group.

2. Promotional materials must be sent to the Library at least a week in advance of the meeting or program. Materials must contain contact information including the name of the organization, address, and phone number.
3. The following disclaimer **must appear** on all materials:

**This meeting or program is not sponsored or endorsed by Palmyra Public Library.
The Library does not endorse the views or opinions of the speakers or groups
utilizing the Library's meeting room.**

4. Individuals and organizations reserving the community meeting rooms are responsible for their own publicity.
5. The Library does not administer attendee registration nor take messages for non-Library sponsored programs.

Policy Compliance

Palmyra Public Library will discontinue use of the meeting room by any group that does not abide by the Meeting Room policy or that disrupts Library operations.

This policy is not all-inclusive; approval of individual meeting situations not described here will be determined by the Executive Director.

Waiver of any prohibitions in this policy may be requested by written application directed to the Executive Director. Any such waiver must be issued by the Executive Director in writing to be effective.

Palmyra Public Library Board of Directors shall be the final discretion authority in granting or refusing permission for the use of Library facilities.

**Adopted
10/18/2016**

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For Library Use Only

Date Approved:

Date Notified:

**Palmyra Public Library
Meeting Room Application**

Return completed application to:

Palmyra Public Library
Attn: Executive Director
P.O. Box 114, Palmyra, PA 17078
FAX: 717-838-1236; Email: cweibley@lclibs.org

**PLEASE PRINT, COMPLETE ALL INFORMATION AND SIGN APPLICATION.
Incomplete applications will not be approved.**

Name of Organization _____

Is this a non-profit organization?

Yes ____ No ____

Are you charging a registration fee, selling a service or merchandise at this event?

Yes ____ No ____

Contact person (must be 18 years or older) _____

Address, City, Zip code _____

Telephone Number (Day) (____) _____ (Eve.) (____) _____

Email _____

Please provide contact information for questions from the public, if different from above.

Name _____ Phone _____

Meeting purpose (Please be specific.) _____

Date(s) requested: _____ Starting Time: _____ Ending Time: _____

Be sure to include time for setup, tear down, and cleanup.

How do you plan to publicize this program or meeting? _____

(direct mail, phone calls, newspaper ads, etc.)

Estimated attendance at meeting _____

Tables needed _____ Chairs needed _____

STATEMENT OF RESPONSIBILITY: I have read the Meeting Room Policy for Palmyra Public Library and agree to abide by its rules. I understand that our group shall assume financial responsibility for any equipment, clean up, damages, or overtime fees. I understand that we will be responsible for our group and its guests while using the Library's facilities.

Signature _____ Date _____

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

Please read and keep meeting room policy for your records