

## Meeting Room Policy

The Board of Trustees supports and encourages community use of the library by offering the library meeting rooms for public use. The primary purpose of the rooms is to support library functions, meetings and programs. Library programs will always take precedence over outside groups wanting to reserve the room. Anyone wishing to use a room must consult a member of the library staff; use of the room shall be on a first come, first served basis.

The Alice H. Barnes Conference Room shall be available for use by the public when no library programming is taking place. Non-profit organizations, community groups, and educational or governmental agencies will not be charged for use of the room. Businesses and other for-profit groups will be required to pay a rental fee according to the following schedule:

Up to 2 hours \$25    2 hours to 4 hours \$50    4 hours to 8 hours \$75

The Robert Gregg Board Room shall be used primarily for board meetings and library business, but occasionally a small group may prefer the privacy of this room. Non-profit organizations, community groups, and educational or governmental agencies will not be charged for use of the room. The Robert Gregg Board Room will not be rented to any “for profit” organizations for the sale or display of products. Businesses and other for-profit groups will be required to pay a rental fee according to the following schedule:

Up to 2 hours \$10    2 hours to 4 hours \$20    4 hours to 8 hours \$30

The hours include from the moment the group takes possession of the room to prepare for the event until the group relinquishes the room, having restored the room to original condition.

All participants must vacate the room fifteen minutes prior to closing time.

Any group wishing to use the kitchen facilities should leave the room in good order. While the library does have a coffee maker and some supplies available for use, groups should provide their own consumables (coffee, paper goods, etc.).

At the time a room is reserved, the staff member booking the room shall complete the Notification of Scheduled Event form. The library director shall resolve any questions concerning exemption from the rental fee. Rental fee is to be paid within five days of booking the room by cash, check, or money order; fee is refundable if notice is given more than 24 hours prior to the event.

The meeting room shall be scheduled for use during regular library hours only.

Any group wishing to use the room on a regular basis may make a request in writing to the Board of Trustees. At their discretion the board may allow such use, with the terms of the use to be determined by the board.

Private tutors, whether compensated or not, and individuals or groups wishing to study may use the meeting rooms at no charge; however, the room cannot be reserved in advance.

\* The library board reserves the right to refuse access/use by any and all groups.

\* Use of the meeting rooms does not imply endorsement, support, or co-sponsorship by Harrisburg District Library of the activities that take place in the meeting rooms or of the beliefs of the group using the meeting rooms

Revised and Adopted October 2021