

MURRYSVILLE COMMUNITY LIBRARY  
CONFERENCE ROOM POLICY

The Murrysville Community Library offers the use of Conference Room #205/206 to organizations for meetings of 25 or fewer persons. Library activities and functions have priority. Permission to use the meeting room does not imply endorsement of any organization using the room. As required by the Americans with Disabilities Act, special accommodations requested will be provided by the sponsoring group/organization.

I. Fees

- A. A room rental fee of \$20.00 will be charged to all for-profit groups and to any non-profit groups charging admission to their event for the purpose of fund raising.
- B. Non-profit, educational, service and community groups will not be charged the room rental fee except under the above provision. Charges assessed to meeting attendees to cover actual cost of material provided for the meeting will be allowed.

II. Scheduling

- A. Room may be reserved for use between the following hours (includes the set-up and clean up half hours):
  - Monday – Wednesday ..... 10:00 am to 9:00 pm
  - Thursday – Saturday ..... 9:00 am to 5:30 pm
  - Sunday ..... 1:00 pm to 5:00 pm (from Labor Day to Memorial Day)**No meetings may be scheduled for days when the Library is closed.**
- B. Please note that the Conference Room #205/206 is generally unavailable for public use from May through mid-August because of Summer Reading Club activities. Use of that portion of the room closest to the hall may be reserved for small groups of people at the discretion of the Coordinator of Youth Services.
- C. All reservations will be accepted on a first-come, first-served basis. Conference Room #205/206 may be reserved by phone, but is officially scheduled only upon receipt of the completed application form and rental fee, if charged.
- D. Meetings may be scheduled for no more than one year in advance; however, the Library reserves the right to change or cancel a reservation if deemed necessary, and will give as much notice as possible if this occurs.
- E. Preference in scheduling is as follows: Library meetings and programs, meetings which are making use of library resources, programs open to the public, meetings by non-profit, educational, service or community groups, and meetings by profit-making groups.

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- F. Conference Room #205/206 cannot be reserved by any one organization on a weekly basis. "Special use" requests will be considered to allow for limited consecutive weekly dates.

III. Use

- A. Groups will assume responsibility for set-up, clean up, providing all supplies, and for any damage to Library property.
- B. Groups will report any damage to the Library; emergencies should be reported immediately.
- C. Beverages and light refreshments may be served, but cooking is not permitted.
- D. Furniture or equipment may not be moved from the public service area into Conference Room #205/206. No furniture or equipment other than that provided by the Library is to be used without permission.

IV. Restrictions

- A. Alcoholic beverages are prohibited.
- B. Smoking or the use of other tobacco products is prohibited.
- C. Gambling is prohibited.
- D. Activities involving more than normal wear and tear on Conference Room #205/206 will not be permitted; for example craft projects involving the use of paint are prohibited.
- E. Nothing may be attached to the walls or ceiling of Conference Room #205/206.
- F. Excessive noise will not be permitted.
- G. Storage of goods by organizations meeting at the Library will not be permitted. No organization or group may use the Library as its official address.
- H. Groups with members under 18 years of age must have an adult sponsor present for the entire meeting.

The Library staff and Board of Trustees have the right to preview any handout literature, materials and press releases offered by the sponsoring group. Additionally, the Library staff or Board maintains the right of refusal to any group or program. The Board of Trustees is the final authority for the implementation of this policy.