



Franklin County LIBRARIES

Meeting Room Policy

Statement of Principle:

Thank you for your interest in using library meeting rooms. We are pleased to share our space and are committed to serving you.

The Franklin County Library System (FCLS) provides meeting room space for library system programs and other meetings and programs of an informational, educational, cultural, or civic nature. We welcome community groups, businesses, and individuals to use the rooms available, subject to the following policies and guidelines.

FCLS is an organization established, maintained, and operated at public expense. Library meeting rooms will be available for legitimate community purposes so long as such use does not interfere with other individuals' use of library services, programs, and spaces. In most cases, meeting rooms are available only during regular operating hours.

FCLS subscribes to the principles outlined in the American Library Association Bill of Rights as amended on January 23, 1980.

Our **mission** is to create learning opportunities that lead to personal discovery, growth, and enjoyment.

Our **vision** is to nurture an innovative culture that leads Franklin County residents in the pursuit of learning for both personal and community growth by upholding our core values, which are:

Culture of Discovery – We believe that learning is a constant state of discovery and leads to the formation of new ideas and concepts that better our world.

Relevancy – We believe in remaining relevant to the community we serve with a readiness to evolve and change, just as the community does.

Quality – We believe in providing exceptional, quality service to our patrons with staff who are encouraged to grow and develop as leaders in their field.

Inclusion – We believe learning is a freedom that is to be shared with all individuals and helps us develop understanding and acceptance of our peers.

Community Impact – We believe in making a lasting impression on those around us by forming connections that spur change and build community.

Hospitality – We believe in treating our patrons as our guests, creating an experience that is engaging and comfortable.

Sustainability – We believe in doing our part to be effective stewards of the resources entrusted to us, knowing that the choices we make affect the future of our community.

The libraries provide meeting space as a public service but shall not endorse the views or opinions of groups utilizing these facilities.

Meetings held in the libraries are subject to health and safety requirements of the Pennsylvania Department of Labor and Industry for public gatherings.

Rental rates are applied to usage based on the table below.

Meeting Room Privileges:

1. Priority for reserving meeting room facilities will be given to groups in the following order:
 - a. FCLS use
 - b. Nonprofit organizations headquartered in Franklin County
 - c. Businesses and other profit-making entities and private events
2. The meeting rooms may only be reserved by Franklin County residents or for events that support or celebrate Franklin County residents. Blue Ridge Summit Free Library welcomes Washington and Frederick Counties residents in Maryland.
3. The sponsoring organization or individual assumes all responsibility for damage to library property and leaving the premises in the condition it was found, including cleaning floors and tables and trash cleanup. Also, if the kitchen is used, ensure it is clean and all supplies are removed. The library will provide cleaning supplies either in the space or, if unavailable, please ask a staff member. A \$100 fee will be assessed for cleanup if the room is not left as found. Damage to the facility or contents will be billed to the group or individual responsible for the room and could result in restriction from further use.
4. Depending on how and when the room will be used, a \$1 million liability insurance coverage certificate may be required.

5. Franklin County Library System facilities and property are DRUG-FREE. Absolutely no use of illegal drugs is permitted on library property, and no smoking or other tobacco use is allowed in the buildings or vehicles. Alcohol use must be approved before any event. You can request the guidelines and form from the individual listed as the contact person for each location.
6. Food and beverages are permitted in meeting rooms, but preparation facilities are limited.
7. For insurance reasons, third-party exercise classes and using candles or fire are prohibited in meeting rooms.
8. Generally, meeting rooms are only available during regular library hours and must be vacated 15 minutes before closing. Some events may be approved for Saturdays after closing at the special fee listed below since library staff must be in the building. By special request, the rooms may be available beyond library hours until 10:00 p.m. for a \$25 per half-hour increment extension. When you submit your application, these arrangements must be made so staffing can be arranged to close the building after your event.
9. Individuals and groups using the meeting rooms must comply with all pertinent Franklin County Library System policies. Absolutely no illegal activity will be tolerated on library premises. This and other pertinent policies may be amended or revised as necessary by the library system board of directors. Copies are available upon request.
10. Pennsylvania law prohibits weapons on the premises to the fullest extent allowable.
11. No equipment may be stored from meeting to meeting at the library.
12. Only service animals are allowed on library property except as approved for library programs.

Organizations not fulfilling their obligations as enumerated in this and other library system policies and procedures may be denied use of library meeting room facilities until these obligations have been met to the library system's satisfaction.

Reserving a Meeting Room:

1. Our meeting rooms can have multiple reservations throughout the week, and availability is not guaranteed the closer you are to your preferred date. Please contact the library about availability as soon as possible, trying to get at least a one-week notice.
2. We do not reserve our spaces for more than a year out. Groups are typically limited to two visits in any given month. Directors and managers may

waive these restrictions case-by-case for annual meetings or other special events.

3. If the library is closed for weather or other special occurrences, all events scheduled will be canceled or postponed. If there is inclement weather on the day of your event, please call the library or check the library’s website or Facebook page for updates. You will be notified of any other special closings or issues.
4. Groups that are deemed a security risk by local or state police will be responsible for security costs incurred.
5. Falsifying any information on the application will terminate privileges.

Meeting rooms available through the Franklin County Library System include:

Library Name	Room Name/Location	Maximum Occupancy	Main Point in Contact
Coyle Free Library	Ground Floor Sloped Auditorium	47	Denice Bigham dbigham@fclspa.org
	Community Room	60-80	
	<i>The Community Room can be divided into two spaces.</i>		
	Roof-top Conservatory	54	
<i>Please note that the Conservatory includes the patio and cannot be reserved separately.</i>			
	Free 2nd-floor Huddle Rooms	4-8	
Grove Family Library	Community Room A&B	60-80	Joan Peiffer jpeiffer@fclspa.org
	Condor Tutor Room	2-5	

Lilian S. Besore Memorial Library has two spaces that can be reserved. To learn more, see Besore’s Facility’s Use Policy at <https://discovery.fclspa.org/Files/2/ViewPDF>.

All library meeting rooms have free Wi-Fi. All larger meeting spaces, occupancy 40 or greater, have various projection and sound systems. Coyle has a projector and sound system in the auditorium and TVs for presentations in the Conservatory, Community Room, and largest Huddle Room. Grove Family Library has a large TV and a sound system in its community room. Use of the technical equipment is based on the individual's need and knowledge of the equipment, as staff is only sometimes available to provide support. If support is needed, please make arrangements ahead of the event.

Meeting Room Fee Schedule:

Monday through Friday, during the library’s open hours

Private & for Profit \$15 per hour (minimum 2 hours)	Nonprofit \$7.50 per hour (minimum 2 hours)
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After-hours’ extension, Monday through Friday, for any group is \$25 per half-hour increment and must be specified at registration to make arrangements for late staffing.

Saturday, during open hours (Weekend Rates for ALL Groups), \$25 per hour

Saturday, after closing time (2-4 hours), \$100 per hour.

Meeting rooms are not available for use on Sundays.

You may pay the total room fee at the time of reservation up to the day of the event. Payments can be made using cash, credit card or check at the library’s main desk. Refunds are unavailable unless the event is canceled due to an unexpected library closing. Please note that PA sales tax is not collected on room usage.

While there is no additional fee for kitchen use, groups are expected to provide their own supplies. There are no cooking appliances in library kitchens. Some are equipped with refrigeration and other catering support appliances.

All groups are expected to clean up the kitchen before vacating. Since some kitchen areas are separately locked, their use must be requested on the room rental application.

Room use is free for programs of library partners meeting the following criteria:

- The event is free and open to the public
- Partner is willing to co-brand the event with the Library System
- The program reflects FCLS’s mission, vision, and values.

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APPLICATION FORM

Name of Applicant: _____ Phone Number: _____

Address: _____

Name of Organization (when applicable): _____

Position in Organization: _____ Email: _____

Type of Use: Business Nonprofit Personal Library Partner

Type of Meeting: Educational Cultural Fundraising Private

Description of Room Use:

Date: _____

Start Time for Setup: _____ End Time of Event: _____

Start Time of Event: _____ End Time for Cleanup: _____

Total Number of Hours Room Is Needed: _____

Expected Number to Attend Meeting: _____

Equipment Needed: Video or LCD projector Sound system Computer

Kitchen Access Needed: Yes No

Alternate Contact Person: _____ Phone Number: _____

I agree to take out the trash when the event is over.

I will communicate any special requests at least a week before the event (preferably by email).

I understand that staff may be unavailable to provide technical assistance if using any equipment in the room and that I need to make prior arrangements if support is necessary.

(Please turn the page to sign)

The undersigned agrees to assume responsibility for the preservation of order at the Franklin County Library System and liability for any damage thereto and for the observance of all policies, rules, and regulations of the Franklin County Library System and further releases the Franklin County Library System, and their respective officials, employees, and agents from any liability of any kind whatsoever arising out of participation, organization and/or sponsoring the use of the Franklin County Library System meeting rooms. The undersigned further agrees to indemnify and hold harmless all of the aforementioned parties from and against any and all actions, causes of action, losses, damages, liabilities, and claims, and all fees, costs, and expenses of any kind related thereto (including without limitations, reasonable attorney's fees), arising out of or resulting from claims based upon or related to participation, organization and/or sponsorship of use of the Franklin County Library System meeting rooms.

Contact Person Signature: _____ Date: _____

----- For Library Use Only-----

Proof of insurance (if required): Yes No N/A

Authorized by: _____

Room Assignment: _____

Day, Date, and Time Slot: _____

Reserved on Calendar By: _____

Fee Assessed: _____

Staff Initials Amount Paid Where Applicable: _____