

## **LIBRARY FACILITIES POLICY AND PROCEDURE**

### **POLICY:**

Individuals and groups are encouraged to use the meeting rooms at the Ross Library. An individual/group sponsored meeting in the Library does not constitute library endorsement of that individual/group(s) beliefs or policies. Priority for scheduling meeting rooms will be given on a first-come, first-serve basis for library related, regular and occasional meetings. Ross Library reserves the right of refusal.

An individual will be responsible for agreeing to the meeting room policies and procedures. Reimbursement for damage(s) incurred to the room(s) and/or the room(s) contents is the responsibility of the person's name on the application form. The Library is not responsible for loss or damage of personal property which may occur on the library's premises. Any special arrangements which are not covered in this document must be approved by the library director at least (3) days prior to the meeting.

Facilities may not be used in any way which materially interferes with the orderly operation of the Library or which causes a threat to the safety of Library personnel, property or patrons. Use of meeting rooms for any activities that are inconsistent with the Library's purposes or operations will be denied or terminated.

When requesting use of facilities, users must provide a certificate of comprehensive general liability insurance with minimum coverage of \$1,000,000.00 combined single limit for property damage and personal injury arising out of its use of the facility. A user, which does not have such liability insurance coverage, must file a written request for a waiver of this requirement, which shall be approved or denied at the discretion of the Library Director and/or Board of Trustees.

If, in the opinion of the Director, a reasonable possibility of a threat to the safety of Library staff, patrons or members of the public may occur as the result of the use of the Library's facilities, the applicant shall be required to pay in advance, either through a cashier's check or the posting of a surety bond, the cost estimated by the Director of any; security measures which are reasonable or necessary for the meeting. The Director's determination with respect to the necessity of advance security payment or bonding shall be based upon the advice of law enforcement professionals, the Library's prior experience with the user, or the user's prior history of meetings at other facilities which have been disruptive or had a potential for violence.

The Library may charge a fee for equipment, audiovisual aids, consumables, and similar items.

Smoking, gambling, and illegal drugs are strictly prohibited in any area of the Library. Prior approval to serve alcoholic beverages is required.

The User agrees to comply with all other rules applicable to patrons of the Library.

The Board of Trustees set the fees for use of the Library facilities.

Meetings and events may be scheduled for use during regular Library hours. Requests for use of facilities when the Library is normally closed must be approved by the Library Director.

Youth groups whose members are under 18 years of age are required to have an adult advisor present during the meeting time.

**PROCEDURES:**

1. Complete the application form. Forms are available at the main desk.
2. Examine the physical lay-out of the room.
3. Arrange for set-up and clean-up time.
4. Arrange for use of Library equipment and kitchen facilities at least 3 days in advance. A list of equipment available is at the main desk.
5. Provide tableware and dishes and other equipment the Library does not provide.
6. Ensure that no controlled substances are brought into the Library unless previously approved by the Director or Board of Trustees.

Thank you for meeting at the Ross Library. Please leave the Library in good condition.

We are pleased to help you hold a successful meeting or event.

Date \_\_\_\_\_

**ANNIE HALENBAKE ROSS LIBRARY**  
**232 WEST MAIN STREET**  
**LOCK HAVEN, PA 17745**  
**570 748 3321**  
**570 748 1050 FAX**  
[www.rosslibrary.org](http://www.rosslibrary.org)

**APPLICATION FORM FOR USE OF LIBRARY FACILITIES**

Name of Individual/Group \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Time \_\_\_\_\_

Approximate attendance \_\_\_\_\_

Library area requested \_\_\_\_\_

Equipment needed:

Special requirements: Need to be approved by the Director (ex: change in hours, question of fee schedule, etc.)

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

The above named individual/group agrees to abide by the policy of the Ross Library and to accept responsibility for damage(s) incurred to the room(s) and/or its contents.

\_\_\_\_\_  
Signature of contact person

Fee Schedule: \$50.00 Rebecca F. Gross Community Room (whole room)  
\$30.00 Rebecca F. Gross Community Room (half room)  
Fee for use of video conference equipment to be negotiated; Minimum \$115.00/hour (see Video Conference Policy)  
\$25.00 Crocker Room and Sloan Meeting Room  
\$10.00 Non-profit use  
For profit use - 10% of sales/proceeds of businesses/individuals selling items PLUS room fee