MEETING ROOM POLICY STATEMENT

NORTHLAND PUBLIC LIBRARY

The Northland Public Library is a municipal authority whose facilities are open to all. The Library's meeting rooms are a community resource to be used in accordance with the Library's mission of disseminating information. For outside organizations applying to have use of these rooms, policies and procedures have been developed to ensure proper and equitable use.

The Library allows organizations to use its meeting rooms without regard to beliefs or affiliations. There shall be no restrictions regarding religious or political activities other than that they be lawful and do not in any way disturb other library functions. The meeting rooms are not to be used for purely social gatherings, such as showers, receptions, etc.

Use of the meeting room facilities by a group does not constitute an endorsement by the Library of the group's beliefs, policies or programs. The group will issue no publicity indicating Library sponsorship and the Library reserves the right to post disclaimers in the meeting area. The Library Director or designated staff member has the right to see handout literature, materials, and press releases.

The Northland Public Library Authority is the final authority for the implementation of the provisions of this policy and the related administrative procedures. Any questions or requests for exceptions should be brought to the Board for consideration at its next meeting. Further, the Board reserves the right to reject any application for use of a meeting room if the Board determines such use is not in the best interest of the Library.

MEETING ROOM GUIDELINES

- Library programs and meetings are given priority in scheduling.
- Rooms are scheduled for a 3-hour time period. Exceptions to this timeframe must be requested. Additional fee may be assessed.
- Walk-in use for rooms will not be accommodated.
- The Library reserves the right to change or cancel a booking if deemed necessary by the library in its sole discretion.
- The Library will give as much notice as possible if this occurs. Alternate accommodation of rooms or times will be offered if available.

ROOM FURNISHINGS & EQUIPMENT

1. Tables and chairs are provided according to the capacity of each room. Set-up is your responsibility. *(See Responsibilities section of this policy)*

2. Equipment available by room:

**Podium and Flip Chart available on a first-come, first-served basis.*

Lower-level*: (Please sign out the following items at the Customer Service desk: dry erase markers/cleaners, Smart TV/DVD/projector remotes for use in these rooms.)*

- **Board Room** - drop down projector screen, projector, Smart TV, dry erase board, wireless internet
- **Single meeting room** - drop down projector screen, projector, Smart TV, DVD player, dry erase board, wireless inter
- **Double meeting room** - drop down projector screen, projector, Smart TV, DVD player, dry erase board, wireless internet

Upper-level: *(Please sign out the following items at the Ask A Librarian desk: smart board and camera/sound bar remotes, stylus pen for use in this room.)*

- Conference Room – Smart board

It is your responsibility to learn to use the equipment in the meeting room spaces.

Please schedule an appointment for instruction at least two weeks prior to your meeting

By email: NPLTechDept@northlandlibrary.org or phone: 412-366-8100 ext. 130

RESPONSIBILITIES: Contact person must communicate the terms of the Meeting Room Policy Statement to their group.

Scheduling:

1. Payment for room(s) and signed Confirmation Letter/Invoice acknowledging acceptance of Meeting Room Policy Statement can be emailed or dropped off at the Library on or before the date as stated on Confirmation/Invoice.
2. Rooms are assigned based on expected attendance.
    a. Board Room: 15 people
    b. Single Meeting Room: 28 people
    c. Double Meeting Room: 56 people
    d. Conference Room: 18 people
3. No regularly scheduled group is guaranteed a specific room for all meetings.
4. Meetings/programs are not scheduled on days the Library is closed.
5. Rooms are not available before or after normal Library operating hours without prior permission. Library staffing fees and other costs may be assessed for costs associated with such requests.
6. Meetings/programs must end, and rooms vacated at the end of the rental period and/or close of Library hours. Groups must plan time accordingly for attendee departure and room cleanup.
    a. Staffing fees may be assessed for costs incurred for late-running meetings.
7. Groups must inform the library personnel of any changes in program scheduling.

Cancellations: *Notice of room cancellation must be made promptly.*

1. Full fee refund if room is cancelled 7 days before reserved date.
2. Full fee refund if the Library must cancel the reservation for any reason; all consideration will be given for rescheduling.
3. Cancellations received less than 7 days prior to reservation will forfeit room fee for that date.
4. Failure to show without notifying the Library will result in loss of all fees. If the library closes due to inclement weather or other unforeseen situations, every effort will be made to inform affected parties by phone. Information may also be obtained from the Library's website and social media outlets.

USE RESTRICTONS FOR ALL MEETING ROOM USERS

1. No smoking or alcoholic beverages are permitted.
2. Smoking is permitted outdoors beyond 40 feet of the building.
3. Light refreshments may be served. Groups must provide necessary items for service. The Library cannot provide forgotten items (such as cups, plates, utensils, napkins, etc.).

Please retain this document for your reference.

You may refer all questions and concerns to:

nplmeetingrooms@northlandlibrary.org or you may call the Library at 412-366-8100, extension 137

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COSTS AND FEES - A Meeting Room Fee schedule is on the Meeting Room Request form.

- Rooms are reserved and fees apply for no less than 3-hour time increments. Additional time will be billed accordingly. Exceptions to this may be requested.

- Rental fees are charged based on the following:

Northland Public Library Meeting Room Fees

(per 3 hour period)

Individual/Club/ Social Organization	Resident	Nonresident
Board Room	$50.00	$100.00
Single Room	$50.00	$100.00
Double Room	$100.00	$200.00
Conference Room	$100.00	$200.00

Business/ Government	Resident	Nonresident
Board Room	$85.00	$150.00
Single Room	$85.00	$150.00
Double Room	$170.00	$300.00
Conference Room	$185.00	$325.00

Non-residents are defined as:

- Individuals who do not reside in one of Northland Public Library's five supporting municipalities.
- Social organizations or clubs if no members reside in one of Northland Public Library's five suporting municipalities.
- Businesses and government organizations whose main office or main headquarters is not located in one of the Library's five supporting municipalities.

Residents live within our five supporting municipalities:
Borough of Bradford Woods, Franklin Park Borough, Marshall Township, Ross Township, and the Town of McCandless.

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Fees are payable by check or credit card - American Express, Discover, MasterCard or VISA

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4. No signs or displays are permitted to be attached to meeting room walls or elsewhere in the Library without prior authorization and notification of staff.

5. Use dry erase markers only on white boards.
6. The Library does not provide storage space for groups belongings.
7. Activities must not interfere with other groups' meetings or normal Library activities.
8. Please monitor your noise level. Rooms are not soundproof.
9. Respect the use of available restrooms.
10. No solicitation of goods or services will be permitted outside the reserved room. Failure to abide by this policy will result in the forfeiture of room rental privileges at Northland Public Library.

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