



Meeting Room Policy

Meeting rooms are for Library meetings, programs, classes, and events. These rooms are also available for public use by reservation or walk-in use (if available).

The Library's meeting rooms are a community resource to be used in accordance with the Library's mission of strengthening community. 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, parties, etc.
- The meeting rooms are not to be used for the sale, advertising, or promotion of commercial products or services.
- 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.
- Users of the meeting room facilities must comply with all applicable state and federal laws, local ordinances, and the policies of the Library. Any unlawful activity shall be the basis to deny use of the meeting room in the future.

MEETING ROOM GUIDELINES

- Library programs and meetings are given priority in scheduling.
- 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 accommodations of rooms or times will be offered if available.
- No regularly scheduled group is guaranteed a specific room for all meetings.
- Meetings/programs are not scheduled on days the Library is closed.
- Rooms are not available before or after normal Library operating hours without prior permission.



- 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 clean-up.
- Groups must inform Library personnel of any changes in program scheduling.
- There shall be no charges or fees for attendance at a meeting/program. A minimal fee may be charged to cover cost of necessary materials actually received by attendees.
- Light refreshments may be served. Groups must provide necessary items for service. The Library cannot provide forgotten items.

ROOM RESPONSIBILITIES

- Rooms are expected to be returned to a neat and orderly arrangement.
- Trash to be disposed of in provided receptacle.
- Lights turned out after use.

USE RESTRICTIONS

- No smoking or alcoholic beverages are permitted.
- 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.
- The Library does not provide storage space for groups belongings.
- Activities must not interfere with other meetings or normal Library activities.
- Please monitor your noise level. Rooms are not soundproof.
- Respect the use of available restrooms.
- 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 Crafton Public Library.

You may refer all questions and concerns to craftonlibrary@craftonlibrary.org or you may call the Library at 412-922-6877.