

# Oil Region Library Association

## MEETING ROOM POLICY

The public Meeting Rooms of the Oil Region Library Association (ORLA) are available on equal terms to all non-profit groups and individuals regardless of the beliefs and affiliations of the individual or of the group members. Granting permission to use the ORLA facility does not constitute endorsement by the Library Board or the staff of the user or of his/her beliefs.

Use of the rooms are in accordance with the Library Bill of Rights which states in Article 6, "As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public."

The Meeting Rooms will be available for public use only during the hours that the Library is open.

The Meeting Rooms are for meetings and programs of an educational, informational, cultural, or civic nature to enhance the Library's role as an institution which connects people with information. The Rooms are available to non-profit organizations and may also be used by for-profit organizations or private events.

The fees are as follows:

- For-profit groups, social functions (parties, showers, etc.):
  - Weekday bookings:
    - \$50.00 per session up to 2 hrs
    - \$75.00 per session longer than 2 hrs
  - Saturday bookings:
    - \$75.00 per session
- Non-profit groups:
  - FREE per session up to 2 hrs
  - \$50.00 per session longer than 2 hrs

Some audio-visual equipment is available for use in the rooms but must be reserved ahead of time.

The Rooms may be reserved in advance and will be scheduled on a first come, first served basis. Although a booking may be taken by phone, the reservation is not considered confirmed until the user has paid the appropriate fee and the contract has been signed. A person who books by phone has until closing time the following business day to meet these obligations. A contract must be signed for each use. Applicants can be shown the Meeting Rooms at the time of sign-up.

In the event that a scheduled meeting is canceled, the group or individual shall notify the Library as soon as possible so that the space may be made available to others. If a meeting is canceled 48 hours or more before the scheduled time, a refund will be

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made.

Each group is responsible for any room set-up. The room must be left in the same condition in which it was found. Trash should be placed in the containers provided.

The use of tape or any other adhesive on any surface of the Meeting Rooms is expressly prohibited unless authorized by the Library. The Library can make available hooks and certain materials that may suffice to meet the user's needs.

Safety regulations must be followed. These include no smoking, not blocking exits, and adhering to no more than the number of people allowed in the room according to the Fire Code (55 people at Oil City Library ; 72 people at Franklin Public Library)

Adult supervision must be provided during the entire time of the contracted use. The Library staff cannot provide child care services for the children of adults who are using the room.

Users shall pay the cost of repair for any damage to the facilities.

The Library assumes no responsibility or liability for accidents, injury, or loss of personal property in the Library or Meeting Room, however, any accidents or injuries should be reported to the staff on duty.

Meeting must end 30 minutes before closing to allow for clean-up.

Groups not complying with the above regulations will not be permitted future use of the Meeting Rooms. A list identifying the users barred from future Meeting Room use will be kept in the Meeting Room reservation books.

When not reserved, the Meeting Rooms are available for walk-in use by tutor teams and others.