

SHALER NORTH HILLS LIBRARY MEETING ROOM POLICY

(Updated 03/2019, p. 1 of 4)

The Shaler North Hills Library (SNHL) is happy to provide meeting space to our community and welcomes all users including civic organizations, nonprofits, businesses and tutors. We request that users are respectful of our spaces and understand that high demand informs our guidelines. For the safety of all, compliance with the below standards is expected. Please review the Terms & Conditions. Please contact the Library at 412-486-0211 with any questions or to schedule a room.

Eligibility for Use

- First Priority--Library-sponsored programs and Shaler Township municipal meetings/events.
- Second Priority—Nonprofit/Community-based organizations
Includes Shaler Area School District meetings; local community-based nonprofit organizations whose meetings are free and open to the public, at which no fees are charged and which are of non-sectarian, non-partisan nature. Government entities may request free use for government business (background checks, Census) and elected officials may request meeting space to meet with constituents but not for campaign activities/voter recruitment. Rental fees may apply.
- Third Priority—For-profit, religious, or political organizations
Includes companies and profit organizations; meetings that are closed to the public; fundraisers; events sponsored for profit or where an admission fee or tuition is charged; events sponsored by a profit-making organization. Meetings by a political or religious organization whether open to the public or private are considered third priority and rental fees apply. Social gatherings are charged the for-profit rate and are booked at the discretion of the Director when space is available.

Scheduling/Availability

- Library use takes precedence over outside bookings.
- Library reserves the right to move groups to a comparable space to the one reserved.
- Due to the high demand for space, the Library is unable to provide space for any organization or group holding ongoing, regular meetings. Meetings which are members only or more frequent than monthly cannot be accommodated.
(Mornings and evenings are rarely available for regular meetings.)
- Requests to change rooms/times must be made as soon as possible. The Library will assess availability as to whether the request can be granted. Same-day requests may not be able to be accommodated.

Bookings

- May be done by phone, email or in person.
- Must provide a contact name/number/email.
- Must indicate if affiliated with a business or nonprofit organization.
- Must indicate if open to the public or closed. If open to the public, please indicate ways in which this is publicized.
- Must indicate if any fees to attend.

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- Must indicate expected number of attendees.
- Accidents and/or injuries must be reported to Library staff and an incident report completed.
- If inclement weather is expected, the Library will make every attempt to contact the meeter. Please check the Library's website, Facebook, Event Calendar or watch the news for possible closure or hours change.

Facilities

- Tables & chairs are provided. Groups are responsible for own set-up and clean-up.
- Audio-visual equipment must be requested at time of booking. No charge for use.
- Free Wi-Fi is available in all rooms.
- Refreshments are permitted. No alcoholic beverages are allowed. No smoking.
- For safety reasons, users are NOT to lock any rooms during use. Users are to shut off the lights and close doors at the end of the meeting. Please note attendance on the clipboard.
- Room Capacity:
 - Yates: 8-10
 - Conference: 8-10
 - Quiet Study: 8-10 (if tables removed, up to 20)
 - Community Room Left: up to 50 (depends on chair/table arrangement)
 - Community Room Right: up to 40 (depends on chair/table arrangement)

Rates

Yates Room, Conference Room, Quiet Study Room:

- Business Rate: \$20.00 flat rate (up to 3 hours), includes set-up and clean-up time.
- Nonprofit Rate: \$10.00 flat rate (up to 3 hours), includes set-up and clean-up time.
- \$5.00 each additional hour.
- If affiliated with Shaler Township or Shaler Area School District, Shaler civic organizations, or a nonprofit social service agency, fee will be waived.

Community Room

- Business Rate: \$60.00 for Left Side, \$40.00 for Right Side, \$100.00 Full Community Room flat rate (up to 3 hours), includes set-up and clean-up time.
- Nonprofit Rate: \$30.00 for Left Side, \$20.00 for Right Side, \$50.00 Full Community Room flat rate (up to 3 hours), includes set-up and clean-up time.
- \$10.00 each additional hour.
- If affiliated with Shaler Township or Shaler Area School District, Shaler civic organizations, or a nonprofit social service agency, fee will be waived.

Tutoring

- If affiliated with a nonprofit (e.g. GPLC), fee is waived.
- If tutoring for FREE, fee is waived.
- If paid tutor, \$3.00 per hour for any room.
- We strongly encourage tutors to book a room if they are conducting their business on library grounds. If using public space, tutors may be asked to relocate or share space, depending on other needs or activities.

Overage Charges

- Additional fees may be assessed for costs incurred for meetings running over time.

Payment/Cancellation

- For bookings farther out than 10 days, payment should be made at the Library or mailed in within 3 days of booking to confirm. May use the library PayPal account via the website. Indicate "Room Rental" in the message line.
- For bookings within 10 days, payment may be made the day of.
- Requestors must notify the Library as soon as possible of any cancellation of room usage. No refund is given for bookings canceled with less than three days' notice.
- Bookings that request invoicing (approved after consultation with the library) will not be refunded if the invoice has already been processed, regardless of the dates scheduled or cancellation.

Publicity

The use of event space shall not convey library sponsorship or endorsement. If promoting an event, groups must include the following statement on any/all promotional materials: *[Event] is funded and presented by [organization/individual] and is not sponsored by the Shaler North Hills Library.*

If program is free and open to the public:

- May post one flyer on the community bulletin board in the lobby.
- May submit article for the Library newsletter. Must be submitted by the 15th of the prior month. Must include contact name & number. Library reserves the right to edit.
- We do not post on our website or social media.
- The electronic sign is for use by Shaler Township, School District and Shaler-affiliated nonprofits. Please see separate policy.

If program has fees:

- May post one flyer on the community bulletin board in the lobby.
- We do not provide coverage in the newsletter.
- We do not post on our website or social media.

Walk-in Use of Rooms/Quiet Study Areas

For the safety of all, our meeting rooms remain locked when not in use. For rooms that have not been reserved ahead of time, the following applies:

- The Community Room is only available for reservations made in advance.
- Walk-in request to have private space is available for individuals when the Yates or Conference Room is not scheduled. Parties of 1-2 people may use a room without charge for up to two hours. Groups of three or more will be charged at the rate of \$3.00/hour.
- Requesters must visit the Reference Desk to access the rooms.
- Rooms are NOT to be locked during usage. Meeters should turn off lights and close doors at the end of their usage.
- Individuals who are seeking space for quiet study may use the designated Quiet Study Room (when not reserved) without charge. This is open to all users and may not be held by any single individual or group. This room is not available for private tutoring. If the room is reserved, patrons will be directed to other quiet areas of the library or may request private usage in the Yates or Conference Room.

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Terms & Conditions

- Legal Usage: Meetings must follow all local, state and federal laws as well as the policies of the Shaler North Hills Library. Usage is open to all per the guidelines from the American Library Association.

- Scheduling: Due to the wide variety of events and activities for which the use of the meeting rooms may be requested, SNHL reserves the right to require additional information on the organization or person booking as well as the intent of the meeting. Use of the room is at the sole discretion of SNHL. SNHL reserves the right to deny or revoke use of a room for any lawful reason or due to unforeseen circumstances.

- Damages/Storage: The applicant agrees to hold SNHL harmless from damages, costs or expenses that applicant may incur as a result of use of room. No personal property is to be stored on the premises without prior request & approval from a SNHL staff member. SNHL shall not provide long-term storage for outside groups' materials.

Approved 3/2019