

Meeting Rooms & Spaces Policy

Approved by Board of Trustees: 11/15/2022

Last Updated: 11/15/2022

Last Review: 03/09/2023

The Dauphin County Library System (The Library) is a limited public forum and provides meeting room space for meetings and programs of an informational, educational, entertainment, cultural, business or civic nature.

The Library subscribes to the principles set forth in the American Library Association Library Bill of Rights as reaffirmed January 23, 1996.

The Dauphin County Library System provides meeting room space as a public service and does not endorse the views or opinions of groups utilizing these facilities.

The Library is committed to diversity, equity and inclusion and applying all policies in a neutral and nondiscriminatory manner and with an empathy driven approach.

Eligible Users

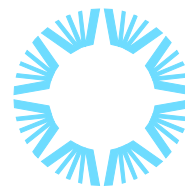
The group or individual desiring to use library meeting rooms and spaces must complete a Meeting Room Agreement annually, be 18 or older and agree to follow the responsibilities outlined in the meeting room agreement as well as all library policies.

In general, groups are given priority in the following order when there are conflicting requests for space:

1. Library and Friends of Library Programs
2. Local Government Meetings/Programs
3. Programs prepared for the public and free of charge
4. Community Members/Groups and Non-profits
5. Social Events
6. Activities of Profit-Making Organizations/Businesses with the intention of generating revenue for an organization/business.
7. Sales Activities

Prohibited Uses and Activities

1. Illegal activities.
2. Any activity that interferes with library operations or is considered dangerous to people, property, as determined by library management.



3. Use of candles, incense or any other smoke or flame-producing devices are not permitted to be used in any area of the library.
4. High intensity exercise programs and classes
5. Displays, decorations, and signs affixed directly to the walls, doors, flooring, furniture, ceiling, etc. in a manner that will leave a residue, stain, scratch, or otherwise mar these surfaces or obscure exit signs, library information, or doors.
6. Removing library property.

Impromptu Use of Meeting Rooms

If a meeting room is currently unused, it may be made available, free of charge, to groups in the library looking for a separate study space.

1. All of the same usage and behavior guidelines apply to these groups.
2. The use of the room in this situation is at the discretion of the person in charge at each library location.

Free Meeting Room Use

The Library's meeting rooms may be used at no charge with the exception of:

- Social events that include food and beverages
- Events that are held for the purpose of generating revenue
- Conferences, symposiums and after-hours events except those sponsored by or in partnership with The Library or Friends of the Library.

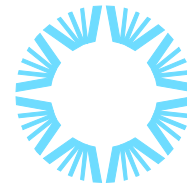
Library Spaces Use

Other library spaces, such as open areas on main floors, lobbies, and similar spaces are available for rental during non-operating hours on a case-by-case basis by contacting the Marketing & Public Relations Manager of The Library. A fee will be assessed depending on the day, time, length, and type of event.

The Library welcomes and appreciates all free-will monetary donations for the use of the meeting room.

Meeting Rooms Fees and Maximum Occupancy

The Library maintains a schedule of maximum occupancy limits and hourly fees. Members can access this regularly updated schedule at [The Library website](#) or by contacting library staff.



Payments

A deposit totaling one half of the total fee is payable the time of reservation, with the remainder payable the day of the event at The Library. Please note that there is no PA sales tax collected on room usage.

Use of Kitchens

For those facilities that have kitchens available The Library will charge a fee for its use. Groups serving food and/or beverages must provide their own event supplies. All groups using library kitchens are responsible for leaving the kitchen and appliances in the condition in which they were found. The Library encourages the use of preferred vendors, a list of which will be provided at the time of reservation.

Alcohol at an Events

Alcohol may be served in meeting rooms as part of an event with prior permission through a separate application process. All decisions regarding the serving of alcohol at an event must be approved by the Executive Director. For more information and to apply to serve alcohol at your meeting or event at the Library please contact the Marketing & Public Relations Manager.

Advertisements

Please see the Postings, Handouts & Exterior Signs Policy.

Cancellations

In the event a meeting is canceled, or altered the meeting organizer must notify the Library Manager at least 24 hours in advance so that the space may be made available to others. Deposit fees will not be refunded for cancellations made without 24-hour notice.

The library system reserves the right to schedule and alter room assignments according to the library system's needs. If the library cancels or changes the use of a meeting room, the library staff will notify the group or individual as soon as possible.