



Thomas St. Angelo Public Library
of Cumberland
~ A Carnegie Library

MEETING ROOM POLICY

Effective Date:

Revised Date: August 2010, May 9, 2022

The Thomas St. Angelo Public Library of Cumberland (The Library) provides space for meetings in the C.W. Johnson Community Room and the Friends Book Sale Room. Meeting rooms are a community asset. The Board encourages the use by individuals and area community groups when available.

Meeting Room Use - Statement of Policy

- Only Library sponsored or co-sponsored meetings or programs may involve sale of items, fundraising activities or solicitation of donations.
- Businesses may use the meeting rooms for not-for-profit activities. Programs involving the sale of commercial products or services are prohibited
- All meetings and programs must be free and open to any member of the public. No person's right to attend a meeting or program will be denied, or abridged because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason. Library staff may attend or observe any meeting or any program at any time.
- Meetings which are approved but which prove disruptive to Library operations shall immediately cease the actions disrupting Library operations.
- Schedule of a meeting or program of an individual, group or organization in the Library does not in any way constitute an endorsement by the Library.

Meeting Room Use - Application and Scheduling

- Application Form and Procedure. Any individual/organization wishing to use a meeting room must complete the Application for Meeting Room Use and receive approval. A new application must be filed any time the person designated on the Application form as the Responsible Party for the organization should change.
- Scheduling request forms will be available at the circulation desk and online at <http://www.cumberlandpl.org>.
- Library Cancellation of Scheduled Meetings. The Library reserves the right to cancel a scheduled or confirmed booking upon seven (7) days' notice or in case of an emergency.

- Anticipated Attendance and Room Size. The Library will be supplied with the estimated attendance for every meeting. The Library reserves the right to assign the appropriate meeting room based on the size of the group.
- Meetings and Programs of or for Children. All meetings and programs of or for groups comprised primarily of people under that age of eighteen (18) require the presence of a responsible adult at all times. Parents of young children (four years old or younger) are encouraged to attend any meeting or program at which their child is present and, at a minimum, must remain in the Library building for the duration of the meeting or program and retrieve their child immediately at the conclusion of the meeting or program.

Meeting Room Use - Rules and Conditions

- Meeting Rooms and all furniture shall be left in a neat and orderly condition. Any furniture which has been moved must be restored to its original configuration. Cleanup and restoration of furniture must be accomplished by the scheduled ending time for the meeting.
- If Library staff must clean up a meeting room beyond emptying of waste receptacles and routine vacuuming, the individual/organization will be assessed a fee of \$50.00 to the responsible party's library card. The individual/organization or group will not be permitted to reserve meeting room space again until the fee has been paid.
- Light refreshments may be served in the C.W. Johnson Community Room and Friends Book Sale Room but cooking is prohibited. Use of open flames is not permitted. Smoking and consumption of alcohol on Library premises is prohibited. An individual or group serving refreshments is responsible for cleaning up the room and for removing refreshments from the room at the end of the meeting. The Library staff will not assist with the delivery or removal of refreshments.
- A projection unit is available and can be checked out on your library card. The unit must be returned at the conclusion of the meeting. Failure to return the unit or returning a damaged unit will result in a fine of \$800.00 being applied to the responsible party's library card. Wireless access is available.
- The Library assumes no responsibility or liability for accidents, injury or loss of individual property in the Thomas St. Angelo Public Library of Cumberland.
- The person designated on the Application Form is responsible for paying the cost of any damage or loss incurred by the Library by actions of any member of the group during a meeting. The Library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The Library will make arrangements for repairs to walls, floors, etc. The individual or group will not be permitted to reserve meeting room space again until the costs of repairs or

replacement of damaged items have been paid. Fees will be charged to the responsible party's library card.

- If a meeting will be held during hours the library is not open, the responsible party will be required to check out a key to the room. The key must be put in the envelope provided and placed in the book drop immediately following the meeting. Failure to return the room key will result in a \$200.00 fine being placed on the responsible party's library card.



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Application for Meeting Room Use

- Please fill out this form completely. Missing information may cause delays in schedule.
- Scheduling requests should be made at least two weeks in advance, but will not be accepted more than two months in advance of the request date(s).
- Your request is not scheduled until you receive confirmation from the library.

Individual/Organization Name _____

Responsible Party's Name _____

Address _____

City/State/ZIP _____

Phone (day) _____ (evening) _____ (cell) _____

FAX _____ Email _____

Library Card # _____

Date(s) of Meeting _____

Approximate Attendance _____

Purpose of Meeting _____

Actual Time(s) of Event(s) _____

Meeting Rooms:

_____ C. W. Johnson Community room (seats 40)

_____ Friends Book Sale room (seats 8)

I have read and agree to abide by the Meeting Room Use Policy and Procedures (currently in force), and confirm that this room will not be used for commercial purposes.

Signature of Responsible Party or Designee: _____

Date: _____

For Library Staff Use Only

Request Received: _____ Request Scheduled: _____ Request Confirmed: _____

Staff Initials: _____