

Meeting Space Policy

Ford City Public Library values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. In support of our values and mission, the library makes community spaces available for public use. Provision of meeting space does not constitute endorsement by Ford City Public Library or its staff of the group utilizing the space.

Library sponsored and co-sponsored programs have priority over all other space reservations. Groups may be denied use of meeting rooms or asked to reschedule a previous room reservation if a conflict arises.

Those wishing to reserve a space must fill out and sign the Meeting Space Agreement and consent to all policies and procedures. Failure to follow the rules may result in expulsion from the Library and suspension of further meeting space use. Activities may not interfere with the conduct of library business.

Free Meeting Space

As a community service, meeting spaces are available for private use by non-profit organizations and/or community groups at no cost. No funds of any kind or admission fees may be solicited or collected. Sales of products or services is not permitted. Meeting space is first-come, first-serve; reservations may only be made at the discretion of Library staff and/or the Library Director. Programs whose main purpose is to sell a product or service will be subject to approval and a fee by the library.

Rented Meeting Space

As a fundraising service, meeting spaces are available for a fee when not being used by the Library. Sale of products or services is only permitted with permission of the Library Director. Groups may be denied use of meeting rooms when in conflict of existing Library business or activities or during time periods when the library is not regularly open and staff unavailable.