

Ford City Public Library

Meeting Space Policy and Procedures

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.

Free Meeting Space

As a community service, meeting spaces are available for use by non-profit organizations 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.

Meeting spaces are available during regular operating hours for a fee of \$25 for up to two (2) hours. Meeting spaces are available outside regular operating hours for a fee of \$75 for up to three (3) hours during the following time periods: Saturdays 5PM to 8PM and Sundays 8AM to 6PM. For reservations outside regular operating hours, renter must be present for Library staff to unlock the building at the start of the reservation time and relock the building at the end of the reservation time.

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.

Meeting Space Rules:

- No funds of any kind nor admission fees may be solicited or collected at the library. Sale of products or services is not permitted.
- Excessive noise and other activities that disrupt normal library activity will not be permitted.
- Activities of a vigorous or dangerous physical nature or those involving the presence or use of firearms, live ammunition, or hazardous substances are not permitted.
- If a rental fee is involved, a signed Meeting Space Agreement and payment must be received to confirm reservations.
- The individual renting the space must be 18 years old.
- Garbage must be removed at the end of the event. If the space is not left in a clean state a \$25.00 clean-up fee will be charged.
- No alcoholic beverages will be permitted on library grounds.
- No candles or open flames are permitted.
- Open aisles must be maintained to provide clear access to all exits at all times.
- Ford City Public Library is not responsible for materials or equipment brought in or left at the library and may not be used as a storage space between meetings.
- No group may use the Library's mailing address.
- The Library is not responsible for advertising non-library events or taking registration for events.
- The Library will not provide supplies of any kind, including equipment, without prior agreement to do so.
- No refunds will be given to paid spaces that are not utilized.