

Shippensburg Public Library Facilities Use Policy

Statement of Principle:

The Shippensburg Public Library (hereinafter referred to as “Library”) is a limited public forum and provides facilities for Library programs and for other meetings and programs of an informational, educational, cultural, business or civic nature. All groups, not-for-profit and for-profit, are invited to apply for use of Library’s facilities.

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

The Library provides meeting space as a public service but does not endorse the view or opinions of groups utilizing these facilities.

Meetings held at the Library are considered public meetings and open to all wishing to attend, subject to health and safety requirements of the Pennsylvania Department of Labor and Industry for public gatherings. A schedule of meeting bookings is posted publicly.

Facilities Privileges:

Individuals, organizations, and/or groups (hereinafter referred to as “Applicant”) not fulfilling their obligations as stated in this and other Library policies and procedures may be denied use of Library’s facilities until such time as these obligations have been met to Library’s satisfaction.

If meeting facilities are unavailable, a small group may meet elsewhere at the Library, provided it does not interfere with general Library business or programs.

Scheduling Facilities:

1. Applicants desiring to use Library facilities must complete an application form available in the Library. Applicants must be age 18 and over, be a resident within the Shippensburg Public Library service area and have a library card in good standing with the Cumberland County Library System.
2. Meetings may be scheduled up to four months at a time, in trimesters from January 1 to April 30, May 1 to August 31, and from September 1 through December 30 of each calendar year. Applications are generally taken one month before the start of the trimester. After the initial booking period, Applicants may reserve facilities for times still available on a first-come, first-served basis. Library typically contacts Applicant within seven (7) working days confirming or denying the request.
3. In the event that a meeting is cancelled, Library must be notified as soon as possible so that the space may be made available to others.

4. If Applicant wishes to use a facility other than the one assigned, a request must be made to Library.
5. Library reserves the right to schedule and alter facility assignments according to Library's needs. If Library cancels or changes the use of facilities, the Library will notify Applicant as soon as possible.
6. Repeated use of Library facilities is limited to twice a month, to allow all members of the community the opportunity to use the facilities; exceptions are subject to approval of written request made by Applicant to Library at time of application.

Meeting Hours:

The time of the program must correspond to hours Library is open to the public, and Applicant must vacate the facility by Library's closing time. An exception is made for programs directly related to Library (Friends meetings, Library committee meetings, etc.). Other exceptions are subject to approval of written request made by Applicant to Library at time of application.

Eligible Facilities Applicants:

An adult aged 18 or over must be present for all meetings.

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

1. **Library and Friends of Library Programs** – which involve efforts of library staff or volunteers.
2. **Local Government Meetings/Programs** – official meetings or programs of the Commonwealth, Cumberland and Franklin Counties or county municipal government agencies/departments.
3. **Programs of an Educational, Cultural, Civic, or Social Organization** – prepared for the public.
4. **Activities of Profit-Making Organizations/Businesses**, including classes, workshops, and meetings held with the intention of generating revenue for their own organization/business.
5. **Sales Activities**

Furniture Arrangement:

Library has some furniture available. Arrangement for the use of such furniture outside of what is normally available in the space reserved should be made in advance with Library. Applicant handles its own room setup and may arrange furnishings as needed, as long as the furnishings are not at risk of damage. Walls may not be used for mounting or hanging pictures, displays, posters, etc.

Equipment, materials, or furniture belonging to Applicant cannot be stored in the library buildings.

Audiovisual Equipment:

A limited number of audiovisual devices, such as video players and overhead projectors, may be available from Library. They must be reserved at least two weeks ahead of the meeting.

Fees for Use of Facilities:

The use of Library facilities is free as long as the meetings or programs are open to the public, are free, and do not generate revenue. If revenue is generated, **the fee for each reservation is \$40 per hour per meeting space.** Revenue is defined as proceeds from sales, admission or attendance fees, or tuition by a non-profit, for-profit, or governmental organization, group, or agency. This includes “free” educational programs which intend to generate future revenues for the presenter(s).

An exception is made for profit-making endeavors held for the benefit of Library. Applicants wishing to charge a fee or to sell items or services for the benefit of Library must seek approval of written request made to Library before such an event occurs.

No reservation is final until payment, when required, is received.

Clean Up and Damage:

Applicant assumes all responsibility for damage to library property and for leaving the premises in the condition in which they were found, including the arrangement of furnishings and the cleanup of trash. All disposable supplies needed for cleanup, such as garbage bags for dumpsters, will be the responsibility of Applicant. A minimum \$30 fee will be assessed for excessive cleanup or if a room or facility is not vacated by the scheduled time. Damage to the facility will be billed to Applicant and could result in restriction from further use.

Restrictions:

- Due to insurance considerations, exercise programs and classes may not be held at the Library.
- Smoking is not permitted in library buildings.
- Use of candles, fires, foggers or anything with smoke is prohibited on Library property.
- The consumption of alcoholic beverages is not permitted in library buildings or on library property.
- Heavy equipment and motorized vehicles are not permitted on Library lawn.

Exceptions are subject to approval of written request made by Applicant to Library at time of application.

Questions and Appeals:

Questions and appeals regarding meeting-related policies and procedures may be resolved by Library Director.

Applicant may appeal a facilities use decision via written request to Library Director within fourteen (14) days of notification to Applicant of Library decision.

The Shippensburg Public Library Board of Trustees shall be the final authority in granting or refusing permission for the use of Library facilities.