Bosler Memorial Library
Meeting Room Policy

Facility Description

The Bosler Memorial Library's community meeting rooms are available for public use. These rooms are available for meetings of an educational, cultural, recreational, or civic nature. Library-sponsored programs and meetings take precedence in scheduling the use of the meeting rooms. The Library, which is a limited public forum, provides this space as a public service, but does not endorse the view or opinions of the speakers or groups utilizing the facility. Located on the first floor of the Library's South Wing, features include:

- Restrooms located on the same level.
- Flexible room lighting.
- Projection screen mounted from ceiling.
- Coat rack conveniently located in meeting room hallway.
- Access to a shared kitchen, with in-room hospitality counter.

Meeting Room Occupancy per Borough Code		
Room A (near Restrooms)	49 People	Any combination of tables and chairs
Room B (near Kitchen)	50 People	Tables and chairs
	106 People	Chairs Only
Rooms A & B	212 People	Chairs Only
	100 People	Tables and Chairs

Helpful Hints

1. Read the Meeting Room Policy thoroughly before submitting your application.
2. To obtain an application you may download one from our website (www.boslerlibrary.org), pick up an application form at the Checkout or Reference desks, or call the Library at 717-243-4642 ext. 2237.
3. Meeting room applications are available at any library service desk. Reservations cannot be confirmed until the application has been received and approved by the Assistant Director.

Meeting Room Priorities

Programs or meetings sponsored by the Library or Friends of the Library are given priority. For all others the room is available on a first come, first served basis.

Prohibited Uses and Activities

Tobacco, smoking, gambling, illegal drugs, alcoholic beverages, and other illegal activities are not permitted in the Library or meeting room.

General Guidelines

1. Meetings or programs must end at least 15 minutes prior to the Library's closing time. Groups wishing to meet before or after library hours may apply for special permission from the Director. Application must be made a minimum of 30 days before the event and is subject to staffing availability.
2. The organization using the room is responsible for room setup. Library staff is not available to change the room arrangement or to provide support services such as carrying equipment or materials into or around the Library, operating audio-visual equipment or making photocopies.

3. The meeting room and kitchen must be left in a neat and orderly condition. Kitchen facilities may be used only for light refreshments. Supplies and equipment (i.e. cups, food/beverages, napkins, and coffee maker) must be provided by the group and may not be stored in the library.
4. The Library is not responsible for equipment, supplies, materials or personal possessions owned by or left behind by sponsors or attendees.
5. The organization will be billed a minimum fee of $50.00 up to replacement cost for any damage to Library property. Damage and spills must be reported to staff prior to leaving the Library.
6. Charts, pictures, displays, posters, etc. must be mounted on the display rails provided.
7. The person and/or organization making the reservation will be held responsible for the proper conduct of those attending the meeting.
8. An adult must be in the meeting room at all times with children under the age of 12. It is suggested an adult be on the premises for use by minors ages 13-17.
9. Activities and materials must be contained within the room.
10. The booking organization is encouraged to schedule a visit to become familiar with the room layout and determine any equipment requirements. Contact the Reference Desk at 717-243-4642 ext. 2237 at least one week in advance of the meeting.

Application Process and Reservations

1. All those who wish to use the meeting room must complete the Meeting Room Application Form. All applications must be approved by the Assistant Director.

   Meeting Room applications must be renewed annually in January. Please notify the Library immediately if the contact person for your organization changes.

   It is the responsibility of the organization/person to request on-going scheduling throughout the year. The Library reserves the right to determine if a particular request for meeting room use constitutes a monopolization that unfairly restricts use by other organizations.
2. Applications will be reviewed within five working days of receipt of the completed application and applicants will be notified as to the status of their application. Activities that have the potential to be disruptive to Library operations will not be approved.
3. The Library reserves the right to request additional information on an organization requesting use of the Library's meeting room. This information may include, but is not limited to, bylaws, articles of incorporation and non-profit status.
4. Once approved, room reservations will be scheduled by the Reference Librarian. Please notify the Library immediately if a meeting is canceled. If the organization fails to check in at the Library within 30 minutes of the scheduled start time, the room may be made available to another group.
5. **Meetings are held during the following hours unless prior arrangements are made.**

10 a.m. – 8:45 p.m.	Monday – Friday
10 a.m. – 4:45 p.m.	Saturday
1 p.m. – 4:45 p.m.	Sunday (September through May)
	The Library is closed on Sundays June through August
	Please note that Library hours are subject to change.
6. A fee of $25 per quarter hour or any part thereof will be charged for Library staff staying past closing time unless previously scheduled.
7. If the Library closes early due to emergency situations or inclement weather, Library staff will attempt to notify the contact person of cancellation. To inquire about Library hours you may call the Library at

717-243-4642, check the library webpage (www.boslerlibrary.org), or view weather closings on local television announcements. In the event of an emergency or weather closing, all reservations are automatically canceled and any fees paid will be refunded.

8. Authorization to use the meeting rooms is not transferable to another organization.

Meeting Room Fees

Free Use: The use of the meeting room is free of charge to organizations of an educational, cultural, recreational, or civic nature, provided the meetings or programs are free of charge, and are not held with the intention of generating revenue. The Library welcomes and appreciates all free-will monetary donations for the use of the meeting room.

Before/After Hours Fee: A fee of $25 per half hour is charged for any group meeting scheduled to begin before or end after regular library hours.

Rental Fee Required:
A non-negotiable fee of $25 per hour or any part thereof per room is charged for individuals, businesses, for-profit or non-profit organizations generating revenue.

Fees must be paid in advance and checks should be payable to Bosler Memorial Library. Payment of applicable fees is required within three days upon confirmation of the reservation date(s). Fees are non-refundable if cancellation is not received at least seven days in advance of the scheduled date or if organization does not show up.

Publicity

1. Organizations are required to use the name "Bosler Memorial Library" in any publicity and to specify that the Library **is not** the sponsor of the program. Neither the name nor address of the Library may be used as the official address or headquarters of any group.

2. Promotional materials (flyers, posters, signs, press or social media releases, etc.) must be sent to the Library at least a week in advance of the meeting or program. Materials must contain contact information including the name of the organization, address, and phone number.

3. The following disclaimer **must appear** on all materials:

This meeting or program is not sponsored or endorsed by the Bosler Memorial Library.
The Library does not endorse the view or opinions of the speakers or groups
utilizing the Library's meeting room.

4. Individuals and organizations reserving the community meeting rooms are responsible for their own publicity.

5. The Library does not handle attendee registration nor take messages for non-Library sponsored programs.

Policy Compliance

The Bosler Memorial Library will discontinue use of the meeting room by any group that does not abide by the Meeting Room policy or that disrupts Library operations.

This policy is not all-inclusive; approval of individual meeting situations not described here will be determined by the Assistant Director or Library Director.

Waiver of any prohibitions in this policy may be requested by written application directed to the Library Director.

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

Adopted
December 13, 2012

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For Library Use Only	Rental Fee Required:
Date Approved:	$_____
Date Notified:	Payment Method:
Date Paid:	Cash Check Credit Card

Name of Organization
_____

Application Year _____

Bosler Memorial Library
Meeting Room Application

Return completed application to:

Bosler Memorial Library
Attn: Assistant Director
158 W. High St., Carlisle, PA 17013
FAX: 717-243-8281; Email: bosler@ccpa.net

PLEASE PRINT, COMPLETE ALL INFORMATION AND SIGN APPLICATION.
Incomplete applications will not be approved.

Name of Organization _____

Is this a non-profit organization?
Yes ____ No ____

Are you charging a registration fee, selling a service or merchandise at this event?
Yes ____ No ____

Contact person (must be 18 years or older) _____

Address, City, Zip code _____
Telephone Number (Day) (____)_____ (Eve.) (____)_____
Email _____

Please provide contact information for questions from the public, if different from above.
Name _____ **Phone**_____

Meeting purpose (Please be specific.) _____

Date(s) requested: _____ **Starting Time:** _____ **Ending Time:** _____
Be sure to include time for setup, tear down, and cleanup.

How do you plan to publicize this program or meeting? _____
(direct mail, phone calls, newspaper ads, etc.)

Estimated attendance at meeting _____

STATEMENT OF RESPONSIBILITY: I have read the Meeting Room Policy for the Bosler Memorial Library and agree to abide by its rules. I understand that our group shall assume financial responsibility for any equipment, clean up, damages, or overtime fees. I understand that we will be responsible for our group and its guests while using the Library's facilities.

Signature _____ **Date** _____

Please read and keep meeting room policy for your records