



Bradford Area PUBLIC LIBRARY

MEETING ROOM USE GUIDELINES

This document lists the guidelines for using the Bradford Area Public Library (BAPL) meeting room space. All situations may not be covered below. For specific questions not covered by this list, please contact library staff. Failure to comply with these guidelines may result in the loss of meeting room privileges.

WHO CAN USE MEETING ROOM SPACE

1. Preference is given to library-related activities, and then to local community-based non-profit organizations.
-Non-profit includes grassroots neighborhood and community groups, and groups with 501©3 designation including, but not limited to, those which are charitable, education, or literary, or which are focused on public safety. Political campaign groups are considered for-profit and are also subject to other guidelines listed below.
2. If not being used by the Library, meeting rooms may be available for use based on the parameters of the request.
3. Use by youth under 18 may be approved if a parent or legal guardian signs the Community Room Use Agreement and accepts responsibility for fees, damages, etc. A responsible adult must be present in the Library during the use of the meeting room by youths or youth groups.
4. Children are welcome to attend meetings. All children must be under adult supervision. Supervision is not provided by library staff.
5. Rooms may be requested up to 6 months in advance, but a request does not imply authorization.
6. Rooms may be requested for private study or meetings by individual library patrons on an as needed basis during open library hours.
7. Room use may be cancelled at any time by either party, prior to the event. Advance notice is expected.
8. Social, educational, and recreational groups may request use of room(s) filling out a Room Use Request Form on our website, bradfordlibrary.org, by calling 814-362-6527 and requesting a form to be mailed or faxed to 814-362-4168.
9. A Library representative will be in touch by phone, or email, for clarification, questions, and additional information.

HOW MEETING ROOM SPACE CAN BE USED

1. Meetings must be for purposes consistent with the goals and objectives of BAPL. These include meeting community information needs, individual enrichment, and the support of educational, cultural, and recreational activities of the community.
2. All free meetings must be open to the public.
3. Rooms cannot be used for campaign or commercial purposes or for private parties.
4. Solicitation of any kind is not allowed.
5. Only Library sponsored programs may offer items for sale.
6. Collection of personal information of attendees at non-library sponsored events is prohibited. You may not ask for names, phone numbers, email addresses, etc. You may count the number of participants and report it to the library at the close of the event.
7. No fees are collected to use rooms; groups or organizations cannot charge to attend the meeting or event. Groups may collect reasonable material fees only.

8. Use of BAPL's meeting rooms does not constitute endorsement of viewpoints expressed by participants in the program. Activities should not be published as to imply that BAPL sponsors, co-sponsors, or endorses them. ALL advertisements in any form must prominently include the phrase: This program or event is neither sponsored nor endorsed by Bradford Area Public Library
 9. Meeting advertisements in any form, including newspaper ads, signs, posters, social media posts, email newsletters, videos, and radio ads, must be approved by the Executive Director at least two weeks prior to being published in any media format.
 10. Each group assumes full responsibility for any personal injury and any loss or damage to Library property. The BAPL and its Board of Trustees are hereby absolved from any liability resulting from personal injury or damage to personal property when using the community room.
 11. If your meeting requires the use of Library audio visual equipment it is the responsibility of the booker to come into the Library for brief training in its use at least 2 days prior to the event time, as a staff member may not be available at the booked room time.
 12. Each group shall leave the room in a clean and orderly condition and return furniture to the positions they found them in. ***If Library equipment is used (audiovisual equipment) it must be cleaned and returned to its proper place, in working condition.***
 - No materials may be attached to any wall or window in the Library except approved materials that have been posted to bulletin boards by Library staff.
 - All refreshments, excepting beverages, must be prepared off-site. A kitchen is not available.
 - All unused food, beverages, and trash must be removed from the building at the end of the meeting.
 - All plates, cups, and utensils must be supplied by the group using the room.
 - Applicant assumes responsibility for any missing items or damage after using the meeting room.
 13. If using meeting room space after open library hours, the applicant assumes responsibility for:
 - Meeting with staff to let you enter the building prior to the meeting at the stated time.
 - Ensuring regulations are followed.
 - Making sure no people are present prior to closing the front doors.
 - Locking the building by closing the front doors and ensuring they are locked.
 - Reporting attendance of meeting to Library staff after the meeting is complete.
 14. If a previously planned meeting is to be cancelled for any reason, the Library must be notified. Library staff will notify groups as soon as possible of a closure affecting applicant's meeting.
 15. Any person or group found to be violating these guidelines may be barred from future use of community rooms.
 16. Comments about the Room Use Policy should be addressed to the Director. Unresolved issues will be brought to the Board of Trustees for review.
- Capacity in the Community Room is 90 with extra seating if requested in Room B. Digital projector and DVD player and screen available.
 - Capacity in Room B is 20.
 - Capacity in Room A is 15.
 - Free public Wi-Fi is available in all meeting areas.

PATRON COP

Day/Date of Meeting:

Time:

Room:



Bradford Area
PUBLIC LIBRARY
Please

Community Room Use Agreement

Please detach and return to Bradford Area Public Library

please print

Date _____ Organization Name _____

Contact Person _____

Phone _____ Email _____

Day/Date of Meeting _____ Time (start) _____ (end) _____

Location: ____ Community Room ____ Room A ____ Room B ____ OTHER

I have read and understand the attached **Bradford Area Public Library Room Use Guidelines**.

Signature _____

Your Meeting will be listed on our internal Web Calendar only.

Please list any equipment needs or requests here.

Will you be using the library's audiovisual equipment? ____ Yes* ____ No

**If Yes, please ask for instructions on how to use the equipment prior to your meeting.*

Signature of Contact Person _____

FOR LIBRARY USE ONLY:

PLEASE FILL OUT when form is received.

Certificate of Insurance received, if applicable	(Y / N)	Staff initials: _____
Meeting recorded on calendar?	(Y / N)	Staff initials: _____
Time established to meet, if applicable?	(Y / N)	Staff initials: _____
Time: _____		Staff initials: _____
Attendance recorded	(Y / N)	Staff initials: _____

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