

## **Northern Tier Regional Library Conference Room Use Policy**

### **Purpose**

To set forth the terms governing the use of the library's program and conference rooms.

### **Statement of Policy**

Northern Tier Regional Library (NTRL) welcomes the use of the library spaces for educational, cultural, informational and leisure events and activities.

Library programs and activities have precedence over public requests for use of the rooms. Community organizations, groups, and individuals will be scheduled as times and spaces permit on a first come, first served basis. Reservations will be recorded upon receipt of your damage deposit, application, and other required forms.

The library reserves the right to change or cancel a booking at the sole discretion of the library.

### **Library Spaces**

#### **PROGRAM ROOM – MAIN LEVEL**

- Capacity: 40-50
- Contains: Access to numerous rectangular tables, chairs (100) and an equipped kitchen.
- Semi-Private. This is a closed-door facility on the main level, but does share the staff kitchen. It is possible staff will be using the kitchen during the meeting time.
- Resident Fees
  - \$100 for one to four hours; \$150 for four to eight hours
  - \$125 for one to four hours on Friday/Saturday evenings & Sundays; \$175 for four to eight hours
- Non-resident Fees
  - \$150 for one to four hours; \$225 for four to eight hours
  - \$175 for one to four hours on Friday/Saturdays evenings & Sundays; \$250 for four to eight hours
- Non-profit Fees (program room only)
  - \$20 for one to four hours for a non-profit holding a members-only meeting
  - FREE for non-profits holding an open meeting that adheres to the library's programming policy. Also FREE for programming presented by students and scouts.

#### **RICHLAND CONFERENCE ROOM – LOWER LEVEL**

- Capacity: 100-150
- Equipment
  - Round Tables (12 @ 5.5' and 6 @ 6')
  - Rectangular Tables (9 @ 8' and 15 @ 6')
  - Chairs (100)
  - Access to full-size equipped kitchen
- Private. This room is located on the lower level.

- Resident Fees
  - \$275 for one to four hours
  - \$400 for four to eight hours
- Non-resident Fees
  - \$400 for one to four hours
  - \$600 for four to eight hours

### **PINE CONFERENCE ROOM – LOWER LEVEL**

- Capacity: 70-85
- Equipment
  - Round Tables (12 @ 5.5' and 6 @ 6')
  - Rectangular Tables (9 @ 8' and 15 @ 6')
  - Chairs (100)
  - Access to full-size equipped kitchen
- Private. This room is located on the lower level.
- Resident Fees
  - \$225 for one to four hours
  - \$350 for four to eight hours
- Non-resident Fees
  - \$350 for one to four hours
  - \$525 for four to eight hours

### **RICHLAND & PINE CONFERENCE ROOMS**

- Capacity: 170-235
- Equipment
  - Round Tables (12 @ 5.5' and 6 @ 6')
  - Rectangular Tables (9 @ 8' and 15 @ 6')
  - Chairs (100)
  - Access to full-size equipped kitchen
- Private. This room is located on the lower level.
- Resident Fees
  - \$500 for one to four hours
  - \$750 for four to eight hours
- Non-resident Fees
  - \$750 for one to four hours
  - \$1,100 for four to eight hours

### **KEMERER READING ROOM – LOWER LEVEL**

- Capacity: 10-15
- Contains
  - Conference table with ten chairs
  - Two couches
  - Access to full-size equipped kitchen
- Business Equipment

- Wifi
- 43” 1080p Smart LED Roku TV
- Optoma Professional Projector
- Pyle Portable Projection Screen
- Keurig K-Elite Coffee Maker
- Private. This room is located on the lower level.
- Resident Fees
  - \$100 for one to four hours
  - \$150 for four to eight hours
- Non-resident Fees
  - \$150 for one to four hours
  - \$225 for four to eight hours

### **KITCHEN FACILITY ONLY – LOWER LEVEL**

- Capacity: 10-15
- Full-Size Kitchen
  - Refrigerator
  - Two sinks
  - Two stoves
  - Dishwasher
  - Microwave
- Private. This room is located on the lower level
- Resident Fees
  - \$175 for one to four hours
  - \$300 for one to four hours
- Non-resident Fees
  - \$250 for one to four hours
  - \$450 for one to four hours

### **Additional Fees**

- A damage and cleaning deposit of \$250 per room must be paid separately for the rental fee. It is due with the application.
- The renter assumes all responsibility for any damage or loss to the facility, which includes damage above and beyond the cost of the damage deposit.
- All rental parties are expected to leave the facility free of debris. Upon satisfactory inspection of the facility the total amount will be refunded after five business days.

### **Set-Up/Break Down Fee for Tables and Chairs**

- The renter is charged a \$75 fee if they chose to have the library set-up for a function, and an additional \$75 for break-down.

### **Alcohol**

- An additional \$250 damage deposit is required.
- An Alcohol Permit must be completed.

- Applies only to the lower level rooms unless express permission has been given.

#### Equipment Availability

- Podium and Microphone: No Charge
- Large Screen TV & Blu-ray Player: \$50
- Piano: \$75 (only available in the lower level rooms)
- Projector and Screen: \$50
- Equipment for the Kemerer Room is included in the rental fee

#### Cancellation Policy

- Two weeks' notice of cancellation must be given in order to receive a rental refund.

#### NSF Check Return Policy

- Individuals who submit an NSF check will be contacted and requested to make immediate payment in cash. A \$30.00 service charge will also be charged.

Payment may be made by check or credit card. We accept Visa, Master Card, and American Express. There is a 3% charge for using a credit card.

### Rental Requirements

#### To Reserve Room:

- Complete application accepting legal and financial responsibility for any damage done to the room, furnishings, or equipment.
- Damage Deposit (post-date check if its more than three months away) – This check will be held, but not cashed unless required to pay for damage to the room, equipment, or cleaning is required.
- Indemnification Statement – The individual who signs the form accepts responsibility for seeing that the requirements are met.
- Alcohol Permit if applicable

#### One Month Prior to Event (*or immediately if reservation is in than less than one month*)

- Rental fee, set-up and break-down fees, and equipment fee (if applicable) are due.
- Diagram for tables and chairs (if applicable) must be provided.

### Rules and Regulations

- All rental parties are responsible for setting up and breaking down the room unless a fee has been paid to the library. The space must be left clean and in good order after the meeting, including the removal of all trash. If custodial help is required, a \$30 per/hour fee will be charged.
- The library is a non-smoking facility. No smoking is allowed in the entire building.
- Youth organizations must have at least one adult (21 or older) per 8 children present at all times.
- Meetings must be scheduled during library hours unless prior arrangements have been made. An additional fee may be assessed.
- Meeting rooms cannot serve as a permanent or regular public meeting location for any non-library group. In order to allow all members of the community the opportunity to use the library's meeting room facilities, meetings will be limited to once a quarter.

- There are no animals permitted unless used to aid the disabled. Pennsylvania's Human Rights Act protects people with disabilities from discrimination in the use of public accommodations for using a guide or support animal because of blindness, deafness or "physical handicap." The criminal statutes make it a misdemeanor for a public accommodation to deny entry to someone who is using a guide dog, signal dog, service dog, or other aid animal that has been certified by a recognized authority to assist a person who is blind, deaf, or has another physical disability. These definitions appear to exclude psychiatric support animals, which assist users with mental disabilities.

## Signs & Decorations

- All decorations must be restricted to the tables and/or free standing. Nothing may be affixed to walls, ceilings, or doors.
- Water Balloons are not permitted.
- Candles must be enclosed.
- The renter is responsible for clean-up and removal of all decorations and signage. If the renter fails to comply with the aforementioned policies they will forfeit all or part of their damage deposit. If the costs involved with clean-up or repair of the decoration or signage exceed the amount of the damage deposit then the renter will be billed and responsible for paying these additional expenses.

## Security

- The library is not responsible for damaged, lost or stolen items, or items left in the facility following an event.

## Supervision

- The renter is responsible for the conduct of all individuals attending the function.

## Alcohol

- The renter is solely responsible and legally liable for serving alcohol to their invitees and guests in connection with the function and is subject to all provisions defined in this "Northern Tier Regional Library Conference Room Use Policy."
- Alcohol Permit must be filled out.
- All alcoholic beverages must be consumed within the confines of the rented area.
- Renters may not charge fees for service or provisions of alcohol.
- Only allowed in the lower level rooms unless express permission has been given.

## Collection of Fees

- The renter is strictly prohibited from collecting admission, concession, alcohol, or any other fees in the facility unless express permission is granted by Northern Tier Library.

## Food Service/Caterer

- The caterer must have an Allegheny County or Butler County Health Department Permit and be approved by the library. The kitchen facility is not rated for complete food preparation – only for warming and serving of food per the Allegheny County Health Department.

## Reservation

- Northern Tier reserves the right to amend these policies and fees governing the rental of the Library Facility. The renters shall be bound by the policies and fees in effect at the time of the event.

## Disclaimer

The fact that a group is permitted to meet in the library does not constitute an endorsement by the library of the group’s policies or beliefs. Groups may not issue publicity indicating library sponsorship of programs. Designated library staff reserves the right to see handout literature, materials, and press releases.

The library assumes no responsibility for any equipment, supplies, or materials brought to the library by any group or individual attending the meeting or event; nor does it assume any liability for groups or individuals attending a meeting or event in the library. The library reserves the right to review the relevant portions of the insurance policy of any organization using meeting room space in the library.

The Board of Trustees of the Northern Tier Regional Library Association is the final authority for the implementation of the provisions of the policy. Any questions or requests for exceptions to these policies shall be brought to the Board of Trustees at its next regular meeting. The Board reserves the right to reject any application if the Board determines such use is not in the best interest of the library.

Title	Conference Room Use Policy
Date Adopted	4/27/2022
Date Amended	
Prepared by	Diane Illis/NTRL Board of Trustees