

STUDY ROOM POLICY

1. The study rooms are not to be used for the direct sale of merchandise or generation of clients/sales leads, or as an office or base of commercial operations.
2. Reservations for the use of a study room are not accepted more than seven days in advance. The Library reserves the right to approve or deny any requests for use of the study rooms.
3. Reservations will not be longer than 4 hours. Extensions may be granted. Extension decisions will be based on existing reservations and walk in requests. Extensions are available in 2 hour increments.
4. Room use is limited to individuals or small groups. The room capacity is a total of 5 individuals. Any furniture moved in or within the room must be returned to its original location.
5. Users will vacate the rooms no later than 10 minutes before closing.
6. The Library will not be responsible for theft or damage of equipment, materials or personal items.
7. Study rooms are not intended for group meals, activities such as crafts that require clean up, or storage of personal items.
8. Any individual or group who fails to abide by these provisions may be denied future use of study room space and may be asked to leave the library immediately.

Disclaimer

The user agrees to release the Altoona Public Library from liability of all claims, demands, actions or causes of action of any kind whatsoever arising or resulting directly or indirectly from the use or occupancy by the user, its employees, contractors, agents, officers, guests, or invitees due to any act or omission on any such person.

Failure to comply with any of the stipulations can result in immediate or future denial of permission to use the facility.

Approved 9/15, Reviewed 9/16; 9/17; 9/18; 9/19; 9/20; Amended 9/21; 9/22

MEETING ROOM POLICY

The use of the Library meeting rooms is an extension of library services. The rooms should be available to the community in its broadest sense and reflect the educational, cultural, and recreational role the Library plays.

Meeting rooms are intended to support organized community, civic, and non-profit groups. All meetings must be open to the public. Fees may be collected for enrollees as required by units of government to recoup costs but sessions may not be closed to the public based on the payment of a fee. Groups may book a meeting room up to twice in one month, for up to 4 hours each. Extended use may be granted by a member of library administration.

- a) The meeting room is not to be used for the benefit of private individuals, private organizations, groups that are largely commercial in nature nor for the direct sale of merchandise for the purpose of profit. Permission for non-profits and library sponsored programs to allow limited sales of related items may be granted by the Director or their designee. Permission to use the library meeting room in no way implies that the library supports the views espoused by the group.
- b) Occupancy: Full room, lecture style (chairs only, 2-3 tables for presenter) limit is 60. Full room, classroom style (tables and chairs for presenters and attendees) limit is 50. ICN room limit 20, kitchen room limit is 30. At all times routes to all available fire exits must remain clear.
- c) The library's meeting rooms are not available for private functions such as parties, receptions, personal, or individual use.
- d) Reservations for the use of the meeting room are made not more than four (4) months in advance of the date of the meeting. The Library reserves the right to approve or deny any requests for use of the meeting room.
- e) A representative of the group must complete the online room reservation request at least three (3) days in advance indicating that they agree:
 - i) to comply with the provisions of the meeting room policy
 - ii) to accept responsibility for use of the room
 - iii) to assume the cost of repair and/or clean up should either be necessary.
- f) Cancellations should be made promptly so other meetings may be scheduled. Prior notice of seventy-two (72) hours is requested, unless the cancellation is due to an emergency. The library reserves the right to cancel future reservations for a group that regularly fails to appear for their scheduled time.
- g) The user **acknowledges** that the **Library reserves the right to cancel ANY reservations at ANY time.** A two (2) weeks' notice of cancellation will be given. In the event it is impossible to give two (2) weeks' notice, as much notice as possible will be given.
- h) Users will be assessed a fee of \$30.00 per 15 minutes for any meeting that goes past library closing times without prior permission.
- i) The Library will not be responsible for theft or damage of any equipment, including personal and library equipment, materials or personal items supplied by the users.

- j) If audio-visual equipment is to be used, reservations should be made at the time the room is booked. There is no guarantee that equipment will be available. Technical assistance is available on a limited basis.
- k) Any individual or group who fails to abide by these provisions may be denied future use of meeting room space and they may be asked to leave the library immediately.

1) Privileges and Restrictions

- a) Library activities take precedence over any other activity.
- b) Library kitchen facilities are available for preparing light refreshments in connection with meetings. Each group is responsible for leaving the room in an orderly condition, and for the replacement of lost or damaged equipment. **ALL TRASH MUST BE BAGGED AND DISPOSED OF IN THE DUMPSTER LOCATED IN THE PARKING LOT. If a group does NOT remove their trash they will be charged a fee of \$15.00 and may not use the room again until the fee has been paid.**
- c) No alcoholic beverages are allowed.
- d) No smoking is allowed in the library OR on library grounds per State law.
- e) It is the responsibility of the user to restore the room to its previous condition at the completion of the function. Extra chairs must be put away and tables returned to the way the room was found.
- f) Children's groups may use the rooms provided they are supervised by two (2) or more adult sponsors.
- g) The Library cannot undertake the care and storage of any materials for groups using the meeting room.
- h) All meeting room users are subject to the library's behavior policy.
- i) Animals that are not service animals (by law, service animals do not include species other than dogs, animals in training, or therapy or emotional support animals) are prohibited in the meeting space unless it is a library sponsored program. Service animals are allowed according to Federal law.

2) Disclaimer

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Failure to comply with any of the stipulations can result in immediate or future denial of permission to use the facility.

Revised 11/13, Reviewed 9/15; 9/16; 9/17; Amended 4/18; Reviewed 9/18; 9/19; 9/20; 9/21; 9/22; Amended 12/22

3) Meeting Room Occupancy Policy

Full room, lecture style: 60

(two or three tables for presenter, everyone else in chairs)

Full room, classroom style: 50 (tables and chairs for all)

ICN: 20

Kitchen: 30

No matter the set-up, at all times clear paths to all available fire exits must be maintained.

Adopted 8/14; Reviewed 8/15; 8/16; 8/17; 8/18; 8/19; 8/20; 8/21; 8/22