

WILLIAM E. ANDERSON LIBRARY OF PENN HILLS

COMMUNITY AND MEETING ROOMS POLICY

PURPOSE: The Library's meeting rooms are available to the local communities for the purpose of promoting the library's mission of providing access to information. The Library subscribes to the principles of the American Library Association's [Library Bill of Rights](#) which states that facilities shall be made available to the public served by the given library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

I. ROOM DESCRIPTIONS

A. Community Room

- Maximum occupancy of this room is 245 standing or in chairs and 114 seated at tables.
- Seating arrangement is flexible. There are 150+ chairs and 24 – 6ft. folding tables available for use. Additional tables and chairs from the café area and meeting rooms may be incorporated or substituted into the set up of this room.
- Electrical outlets, audio equipment and a projection screen are available for use as well.

B. Meeting Room

- Maximum occupancy of this room is 105 standing or in chairs and 49 seated at tables. The room may also be divided into two smaller rooms with occupancies of :
 1. Room A – 37 standing or in chairs and 17 seated at tables
 2. Room B – 68 standing or in chairs and 32 seated at tables.
- Seating arrangement is flexible. Typically, there are five 48” Square tables and 20 chairs set up in this area. Additional tables and chairs from the café and community room may be incorporated or substituted in these rooms.
- One section of this area has a projection screen available the smaller section has a presentation board.

A small kitchenette for preparing refreshments is available for use by all the meeting room groups.

C. Study Rooms

- Seven rooms are available for quiet study and group projects. Each room includes 4 chairs and one table. Four rooms are equipped for adult usage and the three rooms in the Children's area include furniture that is sized appropriately for children. Please refer to the separate [Study Room Guidelines](#) for use of these rooms.

II. ELIGIBILITY TO USE MEETING ROOMS

- A. All programs presented at the Library must comply with the provisions of the William E. Anderson Library of Penn Hills Policies.
- B. The primary purpose of the meeting rooms are for the use of programs, activities and meetings of the Library.

- C. Penn Hills community organizations may use the meeting rooms to conduct meetings of a civic, cultural, or educational nature.
- D. Meetings rooms may be used by other organizations or businesses to conduct meetings, classes or workshops.
- E. Meetings, events, programs or activities that might disturb regular Library operations are not permitted. If a meeting or event in progress does disturb regular library operations, the Library reserves the right to immediately terminate the meeting or event. Upon notification of the disturbance, the group will immediately discontinue the disturbance or vacate the premises.

III. MEETING ROOM RESERVATION GUIDELINES

- A. Library sponsored programs are given preference in scheduling over all other meetings and events.
- B. In the case of meetings and events that are not sponsored by the library scheduling of the meeting rooms will be given on a first-come, first-served basis.
- C. Because the meeting rooms are intended for the general use of the entire community, continuing and repetitious use by one group is not ordinarily permitted. Exceptions are made at the discretion of the Library Director.

IV. SCHEDULING

- A. Groups will complete an [application](#) for use of the meeting room.
- B. Library facilities may be reserved no less than fourteen (14) days prior to the desired date and up to one year in advance to the date of the reservation. Exceptions may be made at the discretion of the Library.
- C. The reservation is not assured until the completed application and a 50% deposit are received and confirmed by the Library. The remainder of fees is due no later than 48 hours prior to the event.

V. FEES

Room	During Operating Hours	After Hours
Community Room	\$50.00/hr*	\$100.00/hr*
Meeting Room	No Fee	\$100.00/hr*
Cleaning/Damage and Kitchen Deposit	\$50.00	\$100.00

*Total rental fee must allow for time necessary to set up and clean up the meeting rooms.

Other:

Beer and Wine Permit – In addition to any applicable permits that may be required by the PLCB, the library will assess an additional fee of \$25.00 for an alcohol permit. *A valid PA Driver's License or Photo ID must be presented and payment in cash or check must be received in full to receive a valid permit.*

Deposits less any cleaning and damage assessments will be returned within the regular library disbursement cycle.

VI. DISCLAIMERS

- A. Permission for use of a library meeting room does not imply library or municipal endorsement of the views, opinions, policies or activities of groups or organizations using the library facilities. Any announcement or publicity implying such endorsement is prohibited. Neither the Library nor the Municipality of Penn Hills is responsible for the accuracy, use, or consequence of statements made during events.
- B. The Library reserves the right to cancel and reschedule any meeting by giving two weeks advance notice before the meeting.
- C. Permission previously granted to a group or organization to use the meeting room may be cancelled at any time.
- D. The Library reserves the right to deny future access to Library facilities to any group which fails to comply with all policies.