



FACILITY & MEETING ROOM USE POLICY

Cranberry Public Library (CPL) provides meeting and program space for library programs as well as for other meetings and programs of an informational, educational, cultural, or civic nature. See fee schedule for pricing.

Granting permission of the library's meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs by CPL.

I. Availability and Application for Use

- a. Meeting rooms in the Library are available for use during days that the library is open. All individuals or groups wishing to use the rooms must read and agree to the Meeting Room Use Policy and complete the online application for use.
- b. Groups will be accepted on a first-come, first-served basis.
- c. The meeting room cannot be scheduled more than 90 days to date in advance or special events may be reviewed and approved on a case-by-case basis.
- d. Payment must be made 30 days prior to the date of the event. In the case where there are not 30 days before the event, payments must be made as soon as possible before the date of the event unless other arrangements have been made. We accept credit cards (online only), cash or check in person.
- e. Priority for use of the rooms will be given to CPL programs and meetings.
- f. Use of the room by groups and individuals shall be at the discretion of CPL.
- g. CPL reserves the right to cancel a room reservation at any time and for any reason. A full refund will be issued if this were to occur.
- h. CPL reserves the right to relocate a group to another, appropriate room within the building should the need arise.
- i. CPL will not be responsible for cash transactions conducted by parties renting facilities. Any concerns arising from cash transactions will be referred to the individual/group using the space.
- j. For the library's Franklin Station meeting rooms only: Non-profit organizations using the room that have shown financial support to the library in the amount of \$5,000 or more and can provide proof of liability may serve alcohol in the meeting room.
- k. If not reserved, the library's small meeting rooms may be used for 2 hours per day at no charge. Use beyond 2 hours will be charged at the hourly rate.

II. General Use

- a. Groups will be allowed into the room 15 (fifteen) minutes prior to the start of an event for setup; and will be allowed 15 (fifteen) minutes following an event for cleanup.
- b. Groups will assume responsibility for set-up, clean-up, and any damage to property. Clean-up is to include making sure all refuse is deposited in provided trash and/or recycling receptacles.
- c. Groups will report any damage to a staff member and are responsible for damage costs. Damage may also result in denial of future use of the space.

- d. Staff must have access to the room at all times.
- e. Emergencies should be reported to a staff member immediately.
- f. Light refreshments may be served, but cooking is not permitted. Groups must supply their own paper products to accommodate any food/drink that is served.
- g. Tables and folding chairs are provided. Furnishings may not be moved from the public service area to the meeting room. No additional furniture, other than what is in the meeting space, is to be used without approval.
- h. Projectors and screens are only available in the library's Franklin Station rooms and are the only equipment that is available for use. Groups must furnish their own laptops. Technical support beyond basic setup is not provided. **There is no guarantee that the meeting room equipment will function properly and groups are strongly encouraged to have a backup plan in the event of a technological malfunction.**
- i. Free Wi-Fi is available in the building, **but there is no guarantee that it will function properly. Technical support is not provided. Groups are strongly encouraged to have a backup plan in the event of a technological malfunction.**

III. Restrictions

- a. Use of CPL logos on materials promoting events held in meeting rooms is strictly prohibited. Additionally, mailings may not use CPL as the return address.
- b. Groups may not exceed the posted room capacity of meeting rooms.
- c. There is no smoking.
- d. Gambling is prohibited in the building and on the grounds.
- e. Group activities involving more than normal wear and tear on the meeting room space will not be permitted. *For example, classes in handicraft projects involving paint or hot glue will not be permitted.*
- f. Nothing may be affixed to the walls or ceiling.
- g. Groups may not store meeting materials or equipment in meeting rooms prior to, or after, the agreed upon lease time.
- h. CPL will not be responsible for the loss or theft of any personal property.
- i. Loud noise and/or music that are disruptive to building operations will not be permitted.

IV. Refunds and Cancellations

- a. Full refunds will be issued if an event is canceled 30 days prior to the date reserved.
- b. Refunds will not be granted for cancellations less than 30 days prior to the date reserved.

V. Fees

- a. High School Senior Projects follow the regular facility fee schedule.