

MEETING ROOM POLICY - ALTOONA AREA PUBLIC LIBRARY

Meeting areas are intended primarily for library purposes and for programs presented in cooperation with the Friends of the Library. The library reserves the right to request cancellation of a meeting so that the rooms may be used for library purposes. Groups renting the room will be charged a fee based on a Board approved schedule. The schedule may change without previous notification.

Privilege to meet free of charge in the Altoona Area Public Library may be granted to community programs and organizations whose aims are to meet general public needs in educational, cultural or civic betterment. The Library reserves the right to determine if, indeed, the program meets these criteria.

No fee may be charged for an event held in the library. This includes voluntary collections taken at the door or asking for public contributions. Groups are not permitted to charge admission, take voluntary collections, ask for public contributions, or sell products.

Meeting/Group activities involving more than normal wear and tear on library facilities will not be permitted.

GENERAL REGULATIONS

An application form, available from the Library, must be filled in and approved in advance of the meeting date.

Smoking is **NOT** permitted.

Food or beverages are **NOT** permitted.

The staff lounge is off limits except for access to the projection booth.

Meetings may be scheduled only when the library is open to the public.

Special arrangements must be made to use any audio-visual equipment. A fee will be charged for the use of Library equipment.

The group using the meeting area (Lessee) will be responsible for safeguarding library property and the provision of additional security measures to assure an orderly meeting or program. The clearance of the meeting room upon completion of the meeting is also the responsibility of the Lessee.

The Library provides this space as a public service but does not endorse the view or opinions of groups utilizing these facilities.

The library is **NOT** responsible for equipment, supplies, materials, or other items owned by a community group or used by them in the library.

Room rental fees are due no later than the date of the meeting. All checks should be made payable to the Altoona Area Public Library.

*As a condition of using the facility, the applicant must provide, at its own expense and in advance of the use of the facility, single limit Bodily Injury and Property Damage coverage in an amount not less than \$500,000, and the policy must name both the Altoona Area School District and the Altoona Area Public Library as additional insureds.

*A set up fee may be charged at the discretion of the Library depending upon the needs of the program.

An Accident Report must be completed for any accident or injury during the meeting. The form is available at the Youth Room desk or Adult Circulation desk.

FEE SCHEDULE

Library Theater	capacity 65	\$30.00
Board Room	capacity 25	\$20.00
Alumni Room	capacity 8	\$20.00
Suite 2B	capacity 8	\$20.00

Revised and adopted by the Board December 2015

APPLICATION FOR ALTOONA AREA PUBLIC LIBRARY MEETING ROOM

Date _____

I am applying for the use of a meeting room in the Altoona Area Public Library and have read the regulations and agree to comply with them.

Name of Organization

Address of Organization

Telephone Number

Purpose or Function of Organization

Purpose of Meeting – No fee may be charged for an event held in the library. This includes voluntary collections taken at the door or asking for public contributions.

Approx # in Group

Date Requested

Indicate Hours Needed

Room Preference

Room is set up in Board Room configuration unless otherwise specified

If more than one date is requested, please list all the dates below:

If Audio-Visual equipment or Special arrangements are needed, please contact the Administrative Assistant at (814) 946-0417 ext. 120.

Name of Applicant

Title/Office Held

Signature of Applicant

Address of Applicant

Telephone Number of Applicant

The Lessee reserves the right to revoke this contract by notifying the Administration Office not less than twenty-four (24) hours prior to the scheduled event.

Failure to notify the Library of a cancellation could result in a charge of up to the full rental amount and/or loss of use of the facilities in the future.

All fees are due no later than the date of the meeting. All checks should be made payable to the Altoona Area Public Library.

Revised and adopted by the Board December 2015