

1.1 STATEMENT OF POLICY

The Library maintains meeting rooms to bring together the resources of the Library and the interests and activities of the community. The meeting room is used primarily for programs sponsored or co-sponsored by the Library. At times, when not needed for the Library's own programs, the meeting room will be made available for meetings and programs sponsored by others.

As an institution of education for democratic living, the Library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members.

Library Bill of Rights

Permitting an organization or individual use of a meeting room does not imply the Library's endorsement of that organization or individual, its aims, policies or program presented. The Library assumes no obligation to present an alternative program at the behest of a member of the community.

Applications are required for meetings and programs. Priority will be given to individuals or organizations residing or located in the Cocalico and Eastern Lancaster County School Districts.

Use of a meeting room may be denied where there is a likelihood of physical hazard to participants, audiences, or others including patrons and staff, or a misuse of premises or equipment. Past misuse of Library property is grounds for denial of applications for future use.

The Board of Trustees of the Library reserves the right to review all applications.

1.2 PROHIBITED USES

The meeting room may not be used:

- a. for meetings at which an admission is charged;
- b. for meetings sponsored by political organizations;
- c. by an individual or organization for personal profit or advertisement; or
- d. for any meeting which is commercial in purpose or at which goods or services are advertised or sold unless there is a valid Library purpose.

1.3 PROGRAM FUNDING

The Library Director is authorized to direct specific staff, members, and advisory councils to plan and implement performances, exhibitions and programs for community, educational, cultural, and recreational purposes. The Library sponsors and funds such programs of its own devising.

The Library will not fund programs it does not originate. In some cases, the Library may choose to co-sponsor programs that it helps to plan with outside organizations. Organizations outside the Library, which meet the criteria outlined in this policy, may also use Library facilities to present programs. The outside organizations must sponsor, provide any needed funding, and oversee the presentation of their programs.

1.4 CONDITIONS FOR ROOM USE

- a. Application forms for use of the meeting room must be filled out completely, signed by the applicant and submitted to the Library administrator at least two weeks in advance of the requested date.
- b. The applicant must agree to include in all information provided to the public by news releases, posters, written programs, etc., a statement as follows: "The Adamstown Area Library provides an opportunity for individuals or groups to use its meeting room for public meetings. This does not imply any endorsement on the part of the Library of the programs so presented."
- c. The applicant must leave the meeting room in the same condition in which it was found.
- d. The applicant must assume full financial responsibility for any misuse of the premises and equipment.
- e. Applications for meetings by young people, through eighteen (18) years of age, must be sponsored and signed by an adult who will assume responsibility. At least one adult must be in attendance when the meeting room is being used by such groups.
- f. Refreshments may be served at program meetings at the discretion of the Library Director.
**alcoholic beverages are prohibited*
- g. A Library technician for the projection equipment is required when any of this equipment is used in conjunction with a program. Equipment must be operated by Library personnel. (Fees are listed on meeting room application.)
- h. Local fire regulations limit occupancy of the Thomas Lapham meeting room to fifty-four (54). It is the responsibility of the applicant to ensure strict enforcement of this regulation.

1.5 SCHEDULES

Meetings may be scheduled during hours when the Library is open to the public. If it is available, community groups may use a meeting room for up to three (3) months of periodic meetings. Continuation of regularly scheduled meetings will be granted at the discretion of the Library Director. Community groups may not reserve a meeting room prior to three (3) months before the date of the program.

**special exceptions to the above at the discretion of the Board of Trustees and/or Library Director*

1.6 FEES

The "Application for Use of Library Facilities" contains a fee schedule.

2.0 COMMUNITY ROOM AS STUDY ROOM

Use of the community room in the Library for group projects, small meetings, non-profit tutoring, or study sessions will be granted on a first come, first served basis, or can be reserved in person or by phone for periods of up to two hours. When requesting a study room, the applicant must be eighteen (18) years or older or accompanied by an adult.