**BALDWIN BOROUGH PUBLIC LIBRARY**

**PROGRAM ROOM GENERAL POLICY**

**PURPOSE:** The Library’s program room is a resource for the Baldwin Borough area. Policies and procedures governing the use of the space are needed to make the space available in a manner that is equitable and does not interfere with the fulfillment of the Library’s mission.

1. **ELIGIBILITY TO USE PROGRAM ROOM**
	1. All meetings/events that take place in the program room must comply with all provisions of the Baldwin Borough Public Library’s (BBPL) Program Policy.
	2. Events of a political or religious nature are prohibited.
2. **MEETING ROOM RESERVATION GUIDELINES**
	1. Library events are given preference in scheduling over all other meetings and events.
	2. In the case of meetings and events that are not sponsored by the library:
		1. Scheduling preference will be given to the organization, person, or entity that makes the request first.
		2. In the event of a conflict, preference will be given as follows:
			1. First priority will be given to meetings and events that are open to the public and at which no fees are charged
			2. Second priority will be given to meetings and events that are closed to the public or when an admission fee is charged.
3. **SCHEDULING**
	1. The Library Director will book/confirm your meeting/event. Meetings and events are not considered booked or confirmed until the Library Director contacts requestee.
	2. The Library Director will collect deposits/fees for room rental as needed.
	3. Meetings and events must coincide with BBPL’s hours of operations and must be finished 30-minutes before closing time unless special arrangements are made with the Library Director/Library Board.
4. **FEES**
	1. Free Use of Room – The BBPL will not assess any fees for the use of the library’s program room for Library, school district, 501c3 non-profit, or tutoring functions.
	2. Room use is also free to current BBPL staff, board members, and Friends members.
	3. A $100 deposit and $200 room use fee must be paid at least 14-days in advance of meeting/event.
	4. Fees may be waived at the discretion of the Library Director/Board.
	5. BBPL may assess clean-up fees if the room is found in disarray. If the room, its furniture, and/or its equipment has been damaged, fees will be assessed to repair/replace items.
5. **EQUIPMENT**
	1. Library equipment may, at the Library Director’s discretion, be made available to groups using the program room.
	2. The BBPL assumes no responsibility for any equipment, supplies or materials brought to the Library by any group or individual attending the meeting or event; nor does it assume any liability for groups or individuals attending a meeting or event in the Library.
	3. BBPL may charge repair/replacement fees for library equipment damaged during program or event.
6. **REFRESHMENTS**
	1. Food and drink may be served in the program room with the exception of:
		1. Alcoholic beverages
		2. Food that requires any equipment to stay warm
		3. Food that requires any equipment to cook
	2. Clean-up fees will be charged if extra cleaning service is needed to return the room to its original condition.
	3. Smoking and vaping are not permitted
7. **DECORATIONS**
	1. Nothing may be affixed to any painted wall or wood surface.
	2. All decorations (and their attaching mechanisms) must be removed at the end of the meeting or event.
8. **ATTENDANCE**
	1. Attendance in the program room is limited to 15 persons total.
	2. The Library reserves the right to ask any person attending a meeting/event to leave if they are not following library and/or program room regulations and procedures.
9. **ADVERTISING**
	1. Individuals/groups using the program room may list the library as the location for the meeting/event on advertisements.
	2. Individuals/groups may not advertise that their event is being sponsored by the BBPL or imply in any way that the BBPL is involved in the concept for or running of the program/event.
	3. BBPL’s logo may not be used on any advertising materials without the express consent of Library Director/Library Board.
	4. The library’s contact information may not be used as the contact information for the meeting/event.
10. **DISCLAIMERS**
	1. The Library reserves the right to cancel and reschedule any meeting or event by giving one-week advance notice before the meeting. Any deposits/fees paid to the library will be refunded in the event the meeting/event can’t be rescheduled.
	2. The Library reserves the right to cancel any meeting or event at any time due to unforeseen circumstances. Any deposits/fees paid to the library will be refunded in the event the meeting/event can’t be rescheduled.
	3. Permission previously granted to a group or organization to use the program room may be cancelled at any time by the Library Board or the Library Director if it is determined that the meeting or event scheduled does not comply with the policy set forth.
	4. The Library Board or Library Director reserves the right to deny facility use to any individual and/or organizations which:
		1. Conflicts or is incompatible with the stated mission of the BBPL
		2. Adversely affects the reputation of the BBPL
		3. Imposes excessive demands on the parking facilities and/or mechanical systems of the building
		4. Disrupts the patron’s or staff’s activities or
		5. Any other reasons as deemed necessary by Library Board or Library Director
	5. The fact that any group meets in the Library does not in any way constitute an endorsement by the Library Board, Library Director, or Library Staff. The Library Board, Library Director and Library Staff are not responsible for the accuracy, use or consequences of statements made during meetings/events.

The BBPL reserves the right to take appropriate action to ensure compliance with the policy.

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Baldwin Borough Public Library Representative Date

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Group, authorized Group Representative/Individual Date

Approved by the Baldwin Borough Public Library Board