

Meeting Room Use Policy

Approved by the Board of Trustees April 14, 2010; updated November 10, 2021

In order to support the cultural, educational, and recreational enrichment of the community, the Pittsburg Public Library has two rooms available for use by community groups during normal library operating hours. The rooms may be used by any group that is engaged in educational, cultural, intellectual, or charitable activities. In addition, Pittsburg businesses may reserve either room for internal employee training.

The Pittsburg Public Library supports the American Library Association's [Library Bill of Rights](#) which states in part: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Use of the space does not constitute Library endorsement of the viewpoints expressed by participants in the programs.

General Policies

- Pittsburg Public Library programs, meetings, and events hold priority. The Library has the right to preempt any reservation for a Library event, or to relocate a group to a different meeting room.
- All meetings must be open to the public except those held by businesses exclusively for their personnel.
- All meetings must occur during regular library hours of operation.
- Library staff must always have access to meeting rooms.
- No admission fee, registration fee, donation, product sales, or monetary solicitation of any sort may be sought from attendees. This includes sales for future solicitations.
- Parties, receptions, and other gatherings that are primarily social in nature, such as birthday parties, retirement parties, etc., are not allowed.
- All patrons using any rooms must comply with the PPL Code of Conduct.

Reservations

- A meeting room use application must be completed and reservation confirmed by a staff member.
- Groups may only have three reservations for meeting rooms at one time and may only reserve a meeting room three times over a three-month period. The use is to be on an occasional basis, as it is not the intent to provide space to support the primary activities of a group or organization on a regular basis.
- Rooms may not be reserved more than three months in advance.
- The Library phone number may not be listed as contact for meetings/events. Library staff will not take phone calls or messages for persons using the meeting room, except in the case of an emergency.
- A responsible adult, age 18 or older, must be in attendance whenever minors are present.

- If no one arrives or contacts staff within fifteen minutes after the reservation begins, the reservation will be considered a no-show and the reservation cancelled.

Room Setup

- Groups are responsible for setting up chairs and tables in the meeting rooms and restoring the area to its original condition before leaving the building.
- Audiovisual equipment (screen, projector) is available and should be reserved on the meeting room reservation form. The library cannot guarantee equipment will be functional, and users should supply their own laptop and presentation software. Library staff may or may not be available to troubleshoot equipment or software.
- No open flames, including candles are allowed in the library.

The Meeting Room accommodates:

- 50 people—auditorium style
- 35 people—in chairs at tables

The Studio Room accommodates:

- Up to 12 people

Serving Food:

Food may be served in the Meeting room, which has a sink and coffee pot available. Those wishing to use the coffee pot should bring all necessary supplies, including coffee, filters, cups and condiments. The group/organization is solely responsible for all clean up. Trash must be bagged and ready to be taken out. Tables need to be wiped clean. Any problems should be reported to the Patron Services desk.

Liability

The Pittsburg Public Library is not liable for injuries to individuals. The Pittsburg Public Library is not liable for damages to or loss of personal or organizational property of groups using meeting rooms.

Library Use

- Events and programs sponsored by the Pittsburg Public Library, the Friends of the Library, or the Library Foundation are exempt from the provisions of this policy.
- The Library Director and Library Board reserve the right to cancel any meeting should conditions warrant. When the Library closes due to an emergency, all efforts will be made to notify groups and individuals scheduled to use meeting rooms. During adverse weather conditions, the group should check with the Library or consult local media outlets for closing information.
- The Library Board of Trustees makes the final decision on room usage.