



St. Marys Public Library

127 Center Street
St. Marys, PA 15857
library@stmaryslibrary.org

Phone: (814) 834-6141
Fax: (814) 834-9814
<http://www.stmaryslibrary.org/>

MEETING ROOM SCHEDULING FORM

Meetings **MUST** end 15 minutes prior to closing of library.

You can move chairs and tables in the room, but everything **MUST** be put back as you found it.

Date: _____

1. Name of organization: _____

2. Contact Person: _____

Address: _____

Telephone: _____

3. Date(s) of meeting: _____

Hours: _____

Meeting hours must coincide with the library's hours of operation,
unless special permission has been obtained from the library director.

Monday and Wednesday: 10:00 am to 8:00 pm

Tuesday and Thursday: 12:00 noon to 8:00 pm

Friday: 10:00 am to 5:00 pm

Saturday: 9:00 am to 4:00 pm

4. Purpose of meeting: _____

6. Fees are for hour intervals. Fee should be paid before the meeting.

Non-profit: \$3.00/ hour _____

Profit: \$10.00/ hour _____



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The use of the meeting room is subject to the following guidelines and rules:

Following the guidelines of Article VI of the Library Bill of Rights, facilities will be available to the public served by the St. Marys Public Library “on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use.”

The meeting rooms may be reserved for public use during library hours and subject to the Director’s and/or designated staff member’s approval of request. Non-library sponsored recreational activities shall be permitted only when they are a part of informational or educational programs.

The fact that a group is permitted to meet in the Library does not in any way constitute an endorsement of the group’s policies or beliefs.

Reservations for meeting room space are on a first-come, first-serve basis. Library sponsored, and local organizations will have preference. Reservations are made no more than three months in advance. No group may consider the library its permanent meeting place or use the library as its mailing address.

The library will not provide storage for any group. Exceptions may be made for library sponsored groups on approval of the Library Director and/or designated staff member.

The meeting group’s activities shall not interfere with the operation of the library or its patrons.

The group is responsible for organizing their activities. Library staff is not at the disposal of the group, e.g., making copies.

It is the responsibility of the applicant to provide necessary equipment if it is not available at the library.

An adult must supervise the meetings of school age children.

Refreshments may be served, provided proper care is given to clean up after the meeting. The library does not offer kitchen facilities or access to refrigeration. If refrigeration of refreshments is required, the group must provide their own insulated containers, etc. Alcoholic beverages may not be served or consumed on library property. Smoking is not permitted.

The library assumes no liability in the occupancy and use of its facilities. The library is not responsible for goods or materials left on the premises.

Groups shall be responsible for any advance preparations and for leaving the facilities in order after use, including proper clean up. Failure to do so will result in an additional \$25.00 custodial fee. In addition, users shall be responsible for any damage to the building or facilities.

The library reserves the right to cancel any reservations for meetings with one weeks notice. Upon adequate notice and for adequate reasons, the Librarian and/or designated staff members have the authority to accept, renew, or reject requests for use of the room under the established policy. To promote accessibility of the meeting rooms to a wide variety of community groups, the library may limit meetings for any particular organization. Misuse of rooms shall result in cancellation. The library assumes no financial obligation for cancelled programs.

Use of the building must be in accordance with legal requirements including fire and safety regulations.
Approved by the Board of Directors 2002