

Meeting Room Use Guidelines

This document lists the guidelines for using Carnegie Library of Pittsburgh (CLP) meeting room space. All situations may not be covered by the information below. For specific questions not covered by this list, please contact your local branch manager. Failure to comply with these guidelines may result in loss of meeting room privileges.

Who can use meeting room space:

- Preference is given to library-related activities and then to local community-based non-profit organizations.
- “Non-profits” include: grass-roots neighborhood and community groups and groups with a 501(c)3 designation including, but not limited to, those which are charitable, educational or literary or which are focused on public safety.
- “For-profits” include companies, organizations and individuals who are not exempt from taxes.
- Political campaign groups are considered for-profit and are also subject to guidelines spelled out in CLP’s solicitation policy.
- Non-profit neighborhood and community groups are able to use meeting room facilities during regular Library hours at no charge unless food is served.
- A non-profit group charging admission, closing the meeting to the general public, or otherwise collecting funds or donations is charged as a for-profit group.
- Groups using meeting rooms for social gatherings are charged at the “for profit” rate.
- Use by youth (under the age of 18) is permitted if a parent or legal guardian signs the Facility Use Application and accepts responsibility for fees, damages, etc. A responsible adult must be present in the Library during the use of the meeting room by youths or youth groups. The Homewood Auditorium must be used by adults or youth directly supervised by adults.
- Children are welcome to attend meetings. All children should be under adult supervision other than library staff.

How meeting room space can be used:

- Meetings must be for purposes consistent with the goals and objectives of CLP. These include the meeting of community information needs, individual enrichment, and the support of the educational, cultural, civic, and recreational activities of the community.
- All free meetings must be open to the public.
- The City of Pittsburgh requires that all groups using CLP meeting facilities and charging admission fees obtain a Mercantile License and a Safety Permit.
- Activities, including excessive noise, that disturb or impede normal library functions are not permitted.



- Meeting advertisements, signs and posters placed anywhere in the building must be approved by the Branch Manager.
- CLP does not permit the serving of alcohol by groups using branch meeting rooms. Smoking is prohibited throughout CLP buildings and within 15 feet of the buildings.
- No group is permitted to use the Library as its headquarters or use the Library as its mailing address.
- Use of CLP's meeting rooms does not constitute CLP's endorsement of viewpoints expressed by participants in the program.
- Activities should not be publicized as to imply that CLP sponsors, co-sponsors or endorses them.
- All advertisements in any form must contain the phrase: This program or event is neither sponsored or endorsed by Carnegie Library of Pittsburgh.
- Use of CLP grounds is permitted only for CLP-sponsored events or those in which CLP is a partner.

When meeting room space can be used:

- Facilities are booked according to availability.
- Meetings which begin or end while the branch is closed to the public may be scheduled upon approval and availability of Facilities staff.
- Recurring reservations are accepted for no more than three months at a time.
- CLP reserves the right to limit an organization's frequency of use so that all eligible groups have an opportunity for access to meeting rooms.
- CLP reserves the right to substitute facilities with 24 hours notice to affected groups.

What equipment is available in meeting room space:

- Individual branches have different equipment available, noted on the library meeting room chart - <http://www.carnegielibrary.org/usingthelibrary/policies/librarymeetingroomchart.pdf>
- All set-up, including seating and/or furniture arrangements are the responsibility of the user. Users must return the seating and/or furniture to the original configuration when activity is over.
- No personal property may be stored on the premises.
- Groups using meeting facilities may bring equipment for their own use during meetings. CLP assumes no responsibility for any equipment, supplies, or materials that are brought into CLP sites, or for items that are reported lost, stolen or left behind by any group or individual that is sponsoring or attending the meeting.

How much does meeting room space cost:

- Rental and cleaning fees are due at the time the lease is signed.
- Special fee structures apply to both for-profit and non-profit organizations for use of CLP-Homewood's Auditorium, whether CLP-Homewood is open or closed.
- In some branch facilities, light refreshments, such as cookies and coffee may be served in the meeting room, with the advanced approval of the Branch Manager, and with payment of a \$30.00 cleaning fee. For food service beyond light refreshments, the cleaning fee is \$70.00. Refreshments, utensils and supplies—in addition to room clean-up after the activity—are the responsibility of the group. Additional cleaning fees may apply when renting CLP- Homewood's Auditorium.
- CLP staff may assess additional fees if the meeting room is found in disarray. Groups are responsible for any damages to the facility, the furnishings and/or equipment. Charges for damages are determined by CLP.
- See Meeting Room Use Fee Schedule for details –
<http://www.carnegielibrary.org/usingthelibrary/policies/meetingroomfeeschedule.pdf>