

Carnegie Library of Pittsburgh Meeting Room Use Agreement – General Use

These terms apply to all public meeting room spaces in Carnegie Library of Pittsburgh (CLP) locations excluding the Auditorium at CLP-Homewood and the Lecture Hall at CLP-Main.

Instructions

Please review the use agreement and sign where indicated. Return a copy to customer service.

Food and drink

CLP will charge a \$75.00 cleaning fee, paid in full with this agreement.

Alcohol and open flames (sterno) are not allowed in meeting rooms.

Social Gatherings

Fees apply for use of the spaces for social events, including birthday parties or showers. Social events must be self-contained. Library staff will not provide entertainment or programming during these events.

CLP will charge \$150 rental fee, paid in full with this agreement. This fee reserves the space for up to three hours. Activities must remain within the rented room, and library staff will not provide programming or entertainment.

Security

A security fee of \$30.00 per hour per security officer will be assessed to Licensee contract for **all** events/meetings that require security arrangements. The assessed fee applies to all events/meetings at the discretion of Carnegie Library of Pittsburgh. Security fees, when applicable, must be paid in full with this agreement.

Solicitation and Sales

CLP does not allow solicitation in our spaces or direct sales outside of certain approved community-based events. Vendors may provide business cards or fliers in the room but may not actively distribute or promote sales or fee-based services.

CLP may allow meeting room users to charge a fee for an event or collect donations during meeting room use. We ask that you donate a portion of proceeds back to CLP.

If your plans include collecting any money, please provide those details in the space provided:

LSM Approval: _____

Public Calendar

CLP posts a weekly calendar of the names of meeting room and event space users. If your meeting or event requires confidentiality for health, safety, or privacy, or legal reasons, you may request to be omitted from the calendar. Please submit your request via email to info@carnegielibrary.org, and note that it may take up to 5 business days to have the exception approved.

Meeting Room Rules

Use of CLP's meeting rooms does not constitute CLP's endorsement of viewpoints expressed by participants in the program. Publicity for events and meetings cannot imply that CLP sponsors, co-sponsors or endorses them.

Attendance may not exceed facility or room capacity. Meetings must take place entirely within a location's public service hours.

All groups or individuals using a meeting room must adhere to CLP's Appropriate Behavior Policy.

Organizations may not use CLP as their headquarters, including use of the address or phone number.

Organizations are responsible for any adjustments to the setup of furniture and equipment. Library staff is unable to assist with rearranging. You are not required to restore furniture after your meeting or event.

Alcohol is not permitted in CLP meeting rooms.

Meeting Room Equipment:

Equipment for use in meeting facilities varies from location to location, and its use for public meetings is at the discretion of the Library Service Manager. Equipment available may include a projector, remote, screen or smart TV. Please check with the location(s) of your meeting/event ahead of time for specific details on the equipment available in the meeting room you will be using.

Groups using meeting facilities must 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. In all cases CLP neither lends nor leases equipment for use outside CLP sites.

Laptops may be available for loan to customers at our locations on a first come first served basis. If you require one for your meeting or event, please check with a staff member upon arrival.

Event Arrangements

Please mark the arrangements that apply to your event or meeting and return this form, along with any required payment, to staff at the library where you are reserving the meeting room. Please be advised that your reservation will not be completed until payment is received.

Cleaning Fee, \$75

Social Event Reservation, \$150

__Collecting Money, I will donate ____% to CLP

____ (initial) I have read and accept the Carnegie Library of Pittsburgh Meeting Room Use Agreement

Signed

Date

Print Name_____

Organization Info (If applicable)

Name_____

Address_____

Telephone_____

Mobile Number_____

Staff Use:

Received by_____Date_____

Have all necessary fees been collected? __Yes __No

Have the details been added to the meeting instance in Microsoft Outlook? __Yes __No

Has security/custodial or other requirements been arranged? __Yes __No

Has a copy of this agreement been submitted to Finance? __Yes __No
