



[www.SafetyHarborLibrary.com](http://www.SafetyHarborLibrary.com)

## **Meeting Room and Study Room Policy**

The Safety Harbor Public Library (SHPL) offers public meeting room facilities for the primary purpose of library activities, including programs, presented by library staff, the Friends of the Library, the Library Foundation, and other organizations affiliated with the library or the City of Safety Harbor. Outside groups wishing to use Library meeting rooms are required to follow established policies for room usage.

**A. Room Reservations.** Meeting Room A, Meeting Room B, Meeting Room C, the Conference Room, and Study Rooms A, B, C and D are available only by online reservation at [www.safetyharborlibrary.com](http://www.safetyharborlibrary.com).

### **B. Group Definitions**

1. **Non-profit 501c3 organizations** that have proof of active non-profit status may reserve a SHPL meeting room free of charge for meetings or for civic, cultural, governmental, or educational programs. 501c3 non-profit status documentation must be provided at the time of reservation. All non-profit 501c3 meetings must be open to the public.

2. **Businesses, associations, and individuals** not qualifying for non-profit status, and who match the descriptions below, may rent a meeting room in accordance with the SHPL Meeting Room Rental Prices and the Meeting Room Policy.

- ❖ Business or Association
- ❖ Individual or Private group
- ❖ Non-profit charitable organization, civic group, or public education agency for a private function or fundraising event

3. **After-Hours Fee** - Any group wishing to use a meeting room outside the library's regular hours of operation will be required to pay a \$40.00 per hour After-Hours Fee. The After-Hours Fee is due fourteen (14) days in advance.

4. **Cleaning Fee** - A cleaning fee of \$100 per rental is charged for any group serving food or beverages at their meeting, event, or fundraiser. This applies to both non-profit and business rentals. See item #C-6.

### **C. Meeting Room Use Guidelines**

1. The individual who applies for meeting room use must be at least 18 years old and have a Pinellas Public Library Cooperative (PPLC) Library Card in good standing. Access will be provided on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use. Availability is on a first-come, first-served basis, and limited to one (1) meeting per month. If a library staff member attempts to contact the individual who reserved a room regarding a pending reservation and does not receive a response within three (3) business days, the library reserves the right to decline or cancel the reservation.

2. An online [Meeting Room Reservation Application](http://www.safetyharborlibrary.com) must be completed in full online at [www.safetyharborlibrary.com](http://www.safetyharborlibrary.com). The reservation scheduling process is not complete or confirmed until the application is approved by email and rental fees and a deposit (if applicable) are received.

3. Meeting rooms must be reserved at least 48 hours in advance and may be scheduled up to three (3) months in advance. Set-up and take-down time should be allotted when making a room reservation. Library staff will not assist with

room set-up for outside groups. If a reservation is made the same day with staff assistance, any applicable fees will be required prior to taking control of the room. (*See Meeting Room Rental Prices.*)

4. SHPL meeting rooms are available for use during normal library hours of operation.

9:30 am - 8:00 pm Monday - Thursday
9:30 am - 6:00 pm Friday
9:30 am - 5:00 pm Saturday

Meetings must conclude ten (10) minutes before the library closes, unless prior arrangements and payment of the After-Hours Fee have been paid.

5. Notice of cancellation must be made at least 24 hours in advance. Please retain the confirmation email you receive after submitting your reservation; in the event you need to cancel, the email contains a “cancel your reservation” hyperlink. There is a \$25.00 No-Show Fee. Two cancellations without proper notice or no shows within 12 months will result in the forfeiture of meeting room privileges.

6. Permission to use a SHPL meeting room includes customary use of furniture, fixtures, kitchen, and equipment, if available. All other items, including kitchen supplies, must be provided by the person or group reserving the room. Furniture may be rearranged but must be returned to its original position at the close of the meeting. Meeting rooms must be left clean and in the same condition as they were prior to the meeting, with all trash emptied and secured. All trash must be removed from the second floor from bins and carried to the first floor. A checklist will be provided for your convenience at the time of sign-in.

7. The individual who reserves a meeting room will guarantee orderly behavior and will be personally responsible for and underwrite any damage due to their use of the library facilities. Liability will be assumed by the applicant regarding any personal or property damage arising out of the activities of the group. Acceptance of this Meeting Room Policy constitutes an agreement for such liability.

8. The library assumes no liability for theft or damage to property brought onto library premises or for injuries that occur as a result of actions of sponsors or participants in activities in meeting rooms; nor does the library assume responsibility for any loss, damage, repair, or replacement expense that may occur during the use of SHPL facilities.

9. Meeting room programs and groups should not interfere with library operations, and all meeting activity must take place within the reserved room. Accompanying children must be supervised by adults from the group and remain in the meeting room at all times. Meeting room users must abide by the SHPL Patron Code of Conduct posted in the Library and on the Library website, and applicable laws, including occupancy regulations by City of Safety Harbor Health and Fire Codes.

10. The meeting rooms are for use by the public for noncommercial use only. Outside group rentals may not use the Safety Harbor Public Library logo, image, or likeness in promoting or advertising their event or state their event is sponsored by the library in any manner. Any announcement or publicity implying such endorsement or advertising the library’s website or phone number for contact is prohibited.

No outside group may charge admission, directly or indirectly, to any meeting held in these facilities, nor may it solicit or collect a voluntary contribution, or present for sale any item. Sales of goods and services are not allowed except for workshop materials and/or civic or club items. Activities intended for business solicitation, sales leads, or other commercial, for-profit, or revenue-generating purposes are prohibited. Charging for any service is prohibited.

11. Permission for use of a library meeting room does not imply SHPL or City of Safety Harbor endorsement of the views, opinions, policies, or activities of groups or organizations using the library’s facilities. Neither the SHPL nor the City of Safety Harbor is responsible for the accuracy, use, or consequence of statements made during such meetings.

12. The Library Director is responsible for the administration of the policy and for establishing procedures for its implementation. The library retains the right to deny the space to any user whose planned use of the space does not comply with these terms and conditions. Failure to comply with the Meeting Room and Study Room Policy or Patron Code of Conduct may result in loss of meeting room privileges, immediately, or in the future. The Library Director reserves the right to terminate a reservation at any time without prior notice for any reason deemed appropriate by said Director, and the user waives any claim for loss of use or rental fees.

13. The library cannot advertise events held by outside groups and will only promote and press release Library sponsored events.

#### **D. Study Room Use Guidelines**

1. Study Room use is by prior reservation only and must be reserved through our Online Room Reservation System. Individuals using Study Rooms must be at least 14 years old and attending high school, unless accompanied by an adult. Walk-ins to vacant Study Rooms are not permitted.

2. One reservation, per person, is allowed every two days. Reservations cannot be made for consecutive days. Reservations are limited to three (3) hours and may be reserved up to three (3) months in advance. Library computers may be used to check availability and reserve a study room.

3. Library approval is not required for reservation of study rooms. Please retain the confirmation email you receive after submitting your reservation; in the event you need to cancel, the email contains a “cancel your reservation” hyperlink.