BETHEL PARK PUBLIC LIBRARY

POLICY NUMBER: 111
TITLE: Study Room Use Policy
DATE ISSUED: July 2009; Revised July 2014, January 2017, July 2018; November 2026

PURPOSE: To set forth the terms governing the use of the study rooms.

STATEMENT OF POLICY:
Bethel Park Public Library (BPPL) provides study space for library programs and for other meetings/activities of an informational, educational, cultural, or civic nature. The library study rooms are available to the community consistent with the library's mission of providing opportunities to explore, learn, create, and connect. Use of the facilities by other groups or individuals is allowed when not needed by the Library or Library-related activities, programs, and meetings and when such use does not interfere with or disrupt the programs, activities and normal operations of the Library, or cause a security risk or safety hazard to Library staff, property or patrons.

PURPOSE AND USE:
1. Use of a study room is free of charge to individuals and non-profit, civic, social, cultural, educational, and governmental organizations, as long as the meeting or program held complement the mission of the library, are open to the public, are free of charge, and are not held with intention of generating revenue.
2. Study rooms cannot serve as a permanent or regular public meeting location for any non-Library or non-Library related group. To allow all members of the community the opportunity to use a Library study room, room reservation may occur up to two weeks in advance. A group or individual who wishes to reserve the program room further in advance shall request written permission from the Library Director.
3. Permission to use a study room is revocable and does not constitute a lease. Permission previously granted to a group or organization to use a study room may be canceled at any time by the Library Director or Library Board, if it is determined that the meeting/activity scheduled does not comply with the policy set forth or if the building is closed for an unforeseen problem (weather, no heat, water, etc.).
4. An individual, group or organization must notify the library within 24 hours of the scheduled activity if they need to cancel a study room reservation. Failure to do so may result in not being able to use the room for a period of six (6) months. Furthermore, a room reservation will be considered forfeited if the group or individual does not arrive or call within thirty (30) minutes of the scheduled time and the room may be released to another group or individual.
5. The maximum time that a room may be reserved is four (4) hours per day.
6. So that the room may be utilized by as many community members as possible, any individual, group or organization will be limited to three room reservations per week.
7. Unreserved rooms may be used by the public on a first-come first-served basis.

8. Users of the library facility must comply with all applicable state and federal laws, local ordinances, and the policies of the building owners, namely the Municipality of Bethel Park. Any unlawful activity shall be the basis to deny use of the library study room in the future.
9. The Library assumes no responsibility for damage to, or theft of, any item displayed or exhibited in a study room. All items are placed in a study room at the owner's risk.
10. Equipment, materials, or furniture belonging to any group shall not be stored in the library.
11. Library-related activities take precedence in scheduling the use of the room.
12. Attendance in a study room is limited to that number permitted under fire code regulations.

CONDITIONS OF USE

1. **Room Arrangement:** Chairs and tables are available in the study rooms for individuals, groups or organizations to set up to meet their needs. The library cannot assume responsibility for setting up the room for non-library-related meetings/activities. When the meeting is completed, the room must be cleaned up with all furniture returned to its original configuration.
2. **Schedule:** Meetings must be held during regular library operating hours. Study rooms must be vacated at least ten (10) minutes before library closing.
3. **Food and Drink:** Food and drink may be consumed in the study rooms.
4. **Clean-up and Damage:** The sponsoring individual, group or organization assumes all responsibility for damage to library or municipal property and for leaving the premises in the condition in which it was found, including the arrangement of furnishing and cleaning up of trash. Damage to the facility or equipment will be billed to the group or individual responsible for the room and could result in restriction from further use.
5. **Library Equipment**: Library-owned audio/visual equipment is NOT available to be used by an individual, group, or organization for a non-library program or meeting.

RESERVATION REQUIREMENTS

1. Library study rooms may be reserved by a member of the public with a valid library card from any public library in Allegheny County. A study room must be reserved in person or via telephone. All study room applications shall be reviewed and approved by the Library Director or staff member he/she designates. An individual or authorized member of the group must sign the Study Room Reservation form before using the room. By signing the request form, the applicant agrees that:
    a. They have read the rules and regulations for the library program room and understand them.
    b. They understand that any failure to abide by these rules and regulations may result in forfeiture of rights to use the room for a period of six (6) months.

c. They accept financial responsibility for any and all damage caused to the building or equipment beyond normal wear.
d. They agree that no admission fees, free-will offerings or dues may be collected.
e. They certify that use of the study room is not for profit of a business, regardless of purpose.

2. The library will **NOT** provide porter service to carry supplies and/or equipment, and custodial help is not available for other than normal room maintenance. Library staff are **NOT** available to assist with meetings or to set up or operate equipment.

APPENDIX A

Study Room Reservation Form

BETHEL PARK PUBLIC LIBRARY
Study Room Reservation Form

It is your responsibility to familiarize yourself with the library's Study Room Use Policy to ensure your use of the room fits the criteria to be held at the library. The library does not charge for the use of the study room; we do, however, welcome donations from groups using the room. This reservation form MUST be signed prior to room use.

Organization/Individual Information

Organization/Individual's Name _____

Mailing Address _____

City, State, Zip _____

Contact Person _____ Title _____

Phone ~~Day~~ _____

Email _____

Event Information

Event Date(s): _____

Start Time: _____ End Time: _____ (not to exceed 4 hours)

Title and description of event: _____

_____

The library assumes no responsibility for any equipment, supplies or materials brought to the library by any group or individual attending the meeting; nor does it assume any liability for groups or individuals attending a meeting/activity in the library. Any person or group using the study room shall agree to indemnify and hold harmless Bethel Park Public Library and its representatives from any and all claims which may arise with regard to the use of the room. The library assumes no responsibility for damage to, or theft of, any item displayed or exhibited in the program room. All items are placed in the study room at the owner's risk.

I understand that the study room may not be used for sales, solicitation, profit of a business or other commercial purposes. I realize that failure to give twenty-four (24) hours notice of cancellation may result in a ban on room use for a minimum of six (6) months. I agree to report any injury or accident occurring on the premises. I agree to abide by these and all other terms and conditions as set forth in the Bethel Park Public Library Study Room Use Policy and hereby acknowledge receipt of a copy of said policy.

I AM NOT CHARGING A FEE OR BEING CHARGED A FEE FOR THE ACTIVITY TAKING PLACE IN THE LIBRARY STUDY ROOM.

Date _____

Signature _____

Library Barcode _____