MEETING ROOM GUIDELINES

GUIDELINES:

1. By reserving a meeting room, you agree to adhere to the **Meeting Room Policy**, **Meeting Room Guidelines,** and the **Library Use Policy.**
2. All meetings must adhere to building codes.
3. Social gatherings such as weddings, birthday parties, anniversary parties, or other similar celebrations are not permitted.
4. All meetings must end 30 minutes before closing.
5. To give all organizations or individuals an opportunity to use the meeting rooms, users may book the meetings rooms up to 4 times per month.
6. Fees are applicable for certain meeting room reservations. See Meeting Room Fees below for further information.
7. Non-profit groups are required to provide a valid 501(c)(3) tax ID.
8. To request library sponsor for programs, submit a written request to the Public Services Director 45 days in advance.
9. To request an exception to use meeting rooms, submit a written request to the Public Services Director 45 days in advance.
10. To request use of meeting rooms and other library spaces during non-operating hours, submit a written request to the Public Services Director 45 days in advance.
11. To request library sponsor for an event, submit a written request to the Community Engagement Director 45 days in advance.

PROHIBITED USES AND ACTIVITIES

1. Illegal activities.
2. Any activity that interferes with library operations or is considered dangerous to people, property, as determined by library management.
3. Any activity that disrupts or prevents the customary use of the library.
4. Any activity that impedes staff in the performance of their duties.
5. Use of candles, incense, or any other smoke or flame-producing devices are not permitted to be used in any area of The Library.
6. High intensity exercise programs and classes.
7. Use of large inflatables including but not limited to bounce houses, outdoor decorations, or ball pits.
8. Implying or marketing meetings are library sponsored or co-sponsored without written approval from library management.
9. Removing library property.

MEETING ROOM FEES

Meeting rooms are free to reserve with the understanding the meeting will be open to the public. If you want to host a private meeting or ensure your meeting is not open to the public, a fee is required based on the following ranges of time:

PRIVATE EVENTS (Flat Rate)

Up to 2 hours	$50
2 - 4 hours	$100
4 – 6 hours	$200
Individual use for interviews, studying or individual use from local government organizations such as but not limited to Early Intervention and CAIU.	Fee waived for up to 4 hours. Beyond 4 hours is considered a private meeting and will follow the meeting room fees above after 4 hours.

ADDITIONAL FEES (Flat Rate)

Meetings with food with over 10 attendees	$25 cleaning fee
Public events requiring attendance or related fee	$50 attendance fee
Public or private events with the intent to generate revenue (including fundraising)	$200 revenue fee
Library loss or damage	Damage fee (to be determined)

Exceptions can be granted to library sponsored events or events hosted by the Friends of the Library.

WALK-UPS

Walk-ups are permitted on a first-come, first-served basis if rooms are available. Walk-ups are only available by visiting a branch. Meeting room users who've maxed out more than 4 reservations per month are permitted to book meeting rooms as a walk-up.

FAQs

How to Reserve a Meeting Room?

Reservations can be made online or by calling a branch library.

How Much Does It Cost to Reserve and Use a Meeting Room?

Meeting rooms are free to reserve with the understanding the meeting will be open to the public. If you want to host a private meeting or ensure your meeting is not open to the public, a fee is required. An exception is granted for interviews or study use for up to 4 hours. See Meeting Room Fees above.

How Often Can a Meeting Room Be Reserved?

Meeting rooms can be booked up to 4 times per month for up to 4 hours.

When Can a Meeting Room Be Used?

Meeting rooms can be booked during normal business hours. Exceptions can be made by submitting a written request to the Public Services Director.

Who Can Use a Meeting Room?

Meetings rooms are available for individuals and groups. You must be at least 18 years of age to reserve a meeting room. No library card is required.

DEFINITIONS:

Friends of the Library programs/events: Programs or events sponsored by one of the following groups: Friends of the Alexander Family Library; Friends of the East Shore Area Library (FESAL); Friends of the Elizabethville Area Library; Friends of the Love Memorial Library; Friends of the Norther Dauphin Library (FOND); and McCormick & Olewine Library Friends (MOLF).

Meeting Room: Most of our libraries have meeting rooms available for use for groups or individuals. Some meeting rooms require a reservation. Please contact the specific branch library for meeting room questions or email roomrequest@dcls.org. See below for a list of meeting rooms.

Meeting Room Organizer(s): The person(s) listed on the meeting room reservation. Meeting room organizer(s) assumes all responsibilities and are required to be present at check-in and check-out.

Private Meeting: Meetings not open to the public. E.g. club meetings open only to members.

Meeting Room Locations and Maximum Occupancy

Meeting Room	Location	Maximum Occupancy	Address & Phone Number
Anna M. Rintz Community Room (Room A)	William H. & Marion C. Alexander Family Library	30	200 W 2nd St. Hummelstown, PA 17036 717-566-0949
Ann M. Rintz Community Room (Room B)	William H. & Marion C. Alexander Family Library	12	200 W 2nd St. Hummelstown, PA 17036 717-566-0949
*Above Rooms Combined	William H. & Marion C. Alexander Family Library	42	200 W 2nd St. Hummelstown, PA 17036 717-566-0949
The Solarium	William H. & Marion C. Alexander Family Library	3	200 W 2nd St. Hummelstown, PA 17036 717-566-0949
Conference Room	William H. & Marion C. Alexander Family Library	10	200 W 2nd St. Hummelstown, PA 17036 717-566-0949
Room A	East Shore Area Library	45	4501 Ethel St. Harrisburg, PA 17109 717-652-9380
Room B	East Shore Area Library	30	4501 Ethel St. Harrisburg, PA 17109 717-652-9380
*Above Rooms Combined	East Shore Area Library	75	4501 Ethel St. Harrisburg, PA 17109 717-652-9380
Elizabethville Community Room	Elizabethville Area Library	60	80 N Market St. Elizabethville, PA 17023 717-362-9825
The Kline Foundation Community Room	George & Hettie Love Memorial Library	30	530 S. 29th St. Harrisburg, PA 17104 717-234-3934
H.B. & Grace Alexander Community Room	Madeline L. Olewine Memorial Library	30	2410 N 3rd St. Harrisburg, PA 17110 717-232-7286
Community Learning Center – T. Morris Chester Welcome Center	McCormick Riverfront Library	65	101 Walnut St. Harrisburg, PA 17101 717-234-4976
Kunkel Foundation Community Room – Haldeman Haly House	McCormick Riverfront Library	30	101 Walnut St. Harrisburg, PA 17101 717-234-4976
Alexander Community Room – Haldeman Haly House	McCormick Riverfront Library	8	101 Walnut St. Harrisburg, PA 17101 717-234-4976
John P. Nestor Community Room	Northern Dauphin Library	30	683 Main St. Lykens, PA 17048 717-523-0340

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