



MEETING ROOM & SPACES POLICY

The Dauphin County Library System (The Library) is a limited public forum and provides meeting room space for meetings and programs of informational, educational, cultural, business, or civic nature. The Library subscribes to the principles set forth in the American Library Association [Library Bill of Rights](#) as reaffirmed on January 23, 1996.

The Library provides meeting room spaces as a public service and does not endorse the views or opinions of groups utilizing these facilities. Meeting room use is free, except for the purpose of private meetings or events.

All meetings are available on a first-come, first-serve basis. Priority is given in the following order:

1. Library programs/events
2. Friends of the Library programs/events
3. Local government meetings/programs
4. Civic/nonprofit groups or organizations (A valid 501c tax ID number required)
5. Other organizations
6. Individual use (e.g. interviews or study use).
7. Fundraising activities
8. Activities of profit-making

RESERVATIONS

All meeting room users are required to submit a meeting room request and agree to the **Meeting Room & Spaces Policy**, **Meeting Room Guidelines**, and the **Library Use Policy**. Reservations may be made online or by calling a branch library. Meeting room organizer(s) must be at least 18 years old and must be present at check-in. No library card is required. Meeting room reservations are accepted on a 60-day rolling schedule and during branch operating hours. The time reserved in the meeting room must include time to set up and clean up. No group may consider The Library its permanent meeting place. Recurring meetings will be limited. 48 hours advance notice is preferred when booking a meeting room in the Library. See **Meeting Room Guidelines** for further information.

CANCELLATIONS

In the event a meeting is canceled or altered, the meeting organizer must notify the branch library at least 24 hours in advance so that the space may be made available to others. The Library reserves the right to schedule and alter room assignments according to The Library's needs. If The Library cancels or changes the use of a meeting room, library staff will notify the group or individual as soon as possible. Unless notified, The Library will hold meeting room reservations for up to 15 minutes.

EMERGENCY CLOSINGS

If The Library or branch library closes due to an emergency, every effort will be made to notify the meeting room user. During adverse weather conditions, meeting room users should call the branch library or visit the website (dcls.org) for closing information.

RESPONSIBILITIES

Meeting room users are responsible for setting up their own tables, chairs, or equipment and for leaving meeting rooms in the condition as found at the beginning of the meeting. Library staff are not responsible for setting up or cleaning up. Failure to leave meeting rooms in original condition, could result in a cleaning fee. By reserving a meeting room, meeting room organizer(s) agree to pay The Library for any loss that is caused by negligent or intentional conduct of meeting room user(s).

SUPPLIES

Meeting room users are also responsible for transporting and providing their own supplies and materials. The Library assumes no responsibility for any equipment, supplies, or materials brought into The Library. Storage of food and supplies prior to the reservation is not permitted. Displays, decorations, and signs affixed directly to the walls, doors, flooring, furniture, ceiling, etc. in a manner that will leave a residue, stain, scratch, or otherwise mar these surfaces or obscure exit signs, library information, or doors is not permitted.

EQUIPMENT

All meeting rooms include free WiFi. Reservations for projectors, laptops, and microphones are available at some branches. To reserve equipment, please note need when submitting a meeting room request. All equipment is available on a first-come, first-served basis.

TABLES & CHAIRS

Each meeting room includes a set number of tables and chairs. Additional tables and chairs are available and provided based on the room capacity. (See **Meeting Room Guidelines** for room capacity). Tables and chairs are available on a first come, first served basis and are not guaranteed.

FOOD & DRINKS

Snacks and beverages are permitted in most meeting spaces. A cleaning fee may apply for snacks and beverages. See **Meeting Room Guidelines** and **Food in the Library Procedures** for further information.

ALCOHOL

Alcohol may be served in The Library. See **Alcohol in the Library Procedures** for further information.

PAYMENTS

All fees are payable on the day of the event, prior to the start of the event. Please note that there is no PA sales tax collected on room usage. (Contact The Library for payment methods).

MARKETING

Written permission must be given to advertise events that are sponsored, co-sponsored, or endorsed by The Library. Non-library sponsored events are responsible for promoting their meetings. See **Meeting Room Guidelines** for more information.

OTHER LIBRARY SPACES

Other library spaces, such as open areas on main floors, lobbies, and similar spaces, are available during non-operating hours on a case-by-case basis by contacting The Library. A fee will be assessed depending on the day, time, length, and type of event. See **Meeting Room Guidelines** for more information.

EXCEPTIONS

Meeting room users seeking an exception can submit a written request. See **Meeting Room Guidelines** for more information.

APPEAL

Refusal to use the meeting rooms or space can be appealed in writing within 30 days to the Executive Director, who will respond within 30 days. If denied, a further appeal can be made to the Board of Trustees within 30 days, with a final decision issued within 45 days.

Approved by Board of Trustees: 4/15/2025

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