



## **PALM HARBOR LIBRARY ROOM RESERVATION POLICY**

Palm Harbor Library provides and maintains, as a service to its patrons, three configurations of the Community Room and a Conference Room that are available to individuals, groups, non-profit organizations, and profit-making businesses.

The Palm Harbor Community Room may be used as one large room with a seating capacity up to 161 people with tables and chairs or standing capacity up to 250 people. The room may also be divided in half with a seating capacity ranging from 60-75 people in each section. The Conference Room seats up to 14 people with tables and chairs.

A designated staff member, assigned by the Library Director, schedules all rooms.

Reservations may be made by telephone but will not be considered confirmed until the application is completed, signed, and received by that designated staff member.

The rooms are available only during library hours. They are:

- Monday 10 AM to 6 PM
- Wednesday 10 AM to 8 PM
- Tuesday & Thursday 12 PM to 8 PM
- Friday 10 AM to 5 PM
- Saturday 10 AM to 5 PM

Time allotted for setup and take down of equipment is only scheduled during regular library hours. The room(s) used must be vacated and straightened up at least fifteen minutes before library closing.

Rooms may be reserved up to 2 times each month per calendar year. Regardless of the date when the initial application is filed and approved, applications for all scheduled meetings will be calendared in two biannual lotteries of completed applications beginning in November for the following six month period (January – June) and again for the remainder of the calendar year (July – December) in April.

Each scheduled program requires its own application with reservations made subject to availability. Cancellations must be made at least 72 hours in advance or rental fee, when required, will be forfeited and/or privilege of future use may be denied.

Scheduling is based on the following priorities:

- 1) Programs and activities sponsored by Palm Harbor Library, the Palm Harbor Friends of the Library and any other affiliated Palm Harbor Library organization. Library sponsored functions take precedence. Groups may be denied use of meeting rooms or asked to reschedule a previous room reservation if a conflict arises with a library sponsored function.
- 2) Meetings or events of non-profit organizations located within the Palm Harbor Fire District\*. No fee will be charged for use of the room. Any non-profit organization may be requested to show their 501c3 form as confirmation of their non-profit status and must be open to public participation.
- 3) Meetings or events of profit-making businesses or organizations located within the Palm Harbor Fire District. There is a fee of \$60.00 per hour for use of the Community Room and a fee of \$35.00 per hour for use of ½ of the Community Room or the Conference Room. Full fees must be paid when the application is submitted and are refundable up to 72 hours prior to the scheduled meeting.

- 4) Meetings or events of non-profit organizations located outside the Palm Harbor Fire District that do not charge admission to the event. No fee will be charged for use of the room. Any non-profit organization may be requested to show a 501c3 form as confirmation of their non-profit status and must be open to public participation.
- 5) Meetings or events of profit-making businesses or organizations located outside of the Palm Harbor Fire District. There is a fee of \$75.00 per hour for use of the Community Room and a fee of \$40.00 per hour for use of ½ of the Community Room or the Conference Room. Full fees must be paid prior to use and are refundable only up to 72 hours prior to the scheduled meeting.

No private social functions are allowed. Infractions of any of the following may result in the loss of Community/Conference Room privileges.

- Use of alcoholic beverages
- Smoking
- Inappropriate behavior in violation of the library's Code of Conduct
- Attachments made to the walls
- Any actions deemed unacceptable by the Library Director

If light refreshments or catered foods are to be served, this must be indicated on the application form. A deposit of \$50.00 will be collected with the application. This applies to all groups. The deposit will be refunded unless custodial services are required because of soiled carpets or damages noted subsequent to the meeting. In this event, the deposit will be retained.

**Fee based reservations are made in one (1) hour increments.**

No technical assistance will be provided for groups using the library.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the Palm Harbor Library or parent organization: The Palm Harbor Community Service Agency, Inc. (PHCSA). ALL publicity advertising the library's use MUST have the following disclaimer statement at the BOTTOM of the flyer/printed materials in BOLD CAPITAL LETTERS. The font should be in a Times New Roman font of character point 12 or larger stating: "THIS ORGANIZATION AND ITS ACTIVITIES ARE NOT RELATED TO OR SPONSORED BY THE PALM HARBOR LIBRARY."

Failure to include the Palm Harbor Library's disclaimer in event publicity/advertising will result in the cancellation of the community room reservation for that event. The rental fee, if required, will be forfeited and/or future room use may be denied.

Any changes after the application has been submitted, must be stated, dated, and initialed by a Group Representative and by a library staff member.

The person who signs the application to reserve the Community and/or Conference Room assumes responsibility for:

- Contacting the Adult Services staff upon arrival for room access and again prior to leaving the library to assure that the room is in a neat and orderly condition.
- Setting up the room. Chairs and tables used during each meeting must be restacked and stowed according to the arrangement prescribed by the library. **Continued offenses will result in the group being denied access to meeting rooms.**
- Closing the doors from the Community Room into the lobby and by the exit on the West side of the building when the group's meeting has been completed.
- Any damage to the building and/or its contents arising out of or resulting from their use thereof (including the user's agents, representatives, guests or invitees). If the group does not comply, future use of the Community/Conference Rooms may be denied.

All persons using the rooms shall be deemed to have released the Palm Harbor Community Services Agency, Inc. and Pinellas County, its officials and employees thereof from any and all damages arising out of or resulting from their use thereof, and further shall be deemed to have agreed to indemnify and save harmless the Palm Harbor Community Services Agency, Inc. and Pinellas County, its officials and employees of and from all damages and claims, including reasonable attorney's fees, arising out of or resulting from their use thereof. Minors may utilize the Community/Conference Rooms after confirmation of an application signed by an adult, only if an adult is present during the entire time the minors are utilizing the room.

**The Library Director will consider circumstances not covered in this document and may prohibit further use of the Community Room by any person or group that fails to abide by these policies or engages in any undesirable conduct.**

\*Palm Harbor Fire District includes the area within the following boundaries:

- Klosterman Road on the North
- Curlew Road on the South
- Gulf of Mexico on the West
- McMullen Booth Road/Lake Tarpon on the East

## **Palm Harbor Library's Code of Conduct Policy**

This code of conduct is intended to encourage behavior, which supports the Library's mission to provide the best possible resources in a warm, welcoming environment. Behavior becomes unacceptable when it interferes with this mission, impinges on the rights of others, causes damage to buildings or equipment or causes injury to oneself or others. Those willing to modify unacceptable behavior are always welcome to stay. However, those unable to comply will be required to leave. If necessary, the authorities will be called.

### **Examples of Unacceptable Library Behavior Include:**

- Abandonment/leaving children under the age of 10 unattended
- Abuse/vandalism of PHL materials, equipment or property
- Bathing, shaving, washing clothes or other misuse of restrooms
- Bringing animals into the library (except service animals for the handicapped)
- Disruptive Cell phone usage in library
- Disruptive use of radios, televisions or other electronic products
- Distribution or posting of printed materials not approved by PHL administration
- Eating and/or drinking
- Illegal activity of any sort
- Inappropriate use of library computers, such as:
  - Loitering, including refusal to leave at closing or emergency evacuation
  - Loud talking or crying
  - Possessing, consuming or being under the influence of alcohol or illegal drugs
  - Selling or soliciting
  - Skateboarding, roller-skating or any similar activity
  - Sleeping
  - Smoking or related tobacco use
  - Unruly/offensive behavior
- Verbal/physical abuse or sexual harassment of library users or staff

Revised: April 10, 2019