

## Meeting Rooms

The Oxford Library Company is proud to offer its large and small meeting rooms to the community to be used for educational, informational, cultural, or civic activities.

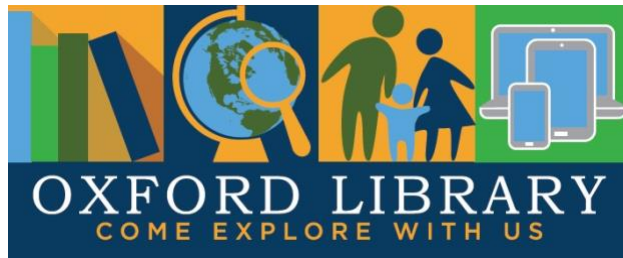
To reserve a meeting room, please print out and complete the reservation form below and return to the library. Applications to reserve a meeting may be returned in person, mailed (48 S. Second Street, Oxford, PA 19363) or emailed to [oxfordlibrary@ccls.org](mailto:oxfordlibrary@ccls.org)

### Meeting Room Policy

The Oxford Library Company provides meeting room space for library purposes and for other meetings and programs of an informational, educational, cultural, or civic nature. Meeting rooms will be made available to the public in accordance with the American Library Association's "Library Bill of Rights" (as amended 1/23/1980 and reaffirmed 1/23/1996), whose sixth principle states that "Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Organizations using the meeting rooms must observe the public accommodation provisions of the Pennsylvania Human Relations Act which safeguards the rights to public accommodation "regardless of race, color, familial status, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness or deafness of the user or because the user is a handler or trainer of guide or support animals."

It is not the intent of the library to provide space on a frequent and permanent basis to support the primary activities of an individual, group or organization. The library provides these spaces as a public service, but does not endorse the view or opinions of groups utilizing these facilities. Library activities or co-sponsored programs are given priority in the use of all meeting rooms.

The correct name of the library must be used on all publicity. The library's logo may not appear on any materials or publicity. The following disclaimer must appear on any materials or publicity: **"This program/event/workshop is not affiliated in**



any way with the Oxford Library Company. Please contact the organizer at the number/email listed above for questions about this event.”

Reservation rooms are not available for: political campaigning, solicitation of funds, use as a headquarters for any organization, as a mailing address or when, in the opinion of the Library Director or the Library Board of Directors, the use of the room might endanger public safety, cause disorder, or disrupt the primary function of the library.

The following equipment may be requested for use during the rental at no additional charge: laptop, projector, screen, podium, and whiteboard and markers.

The rooms available for use at the Oxford Library are as follows:

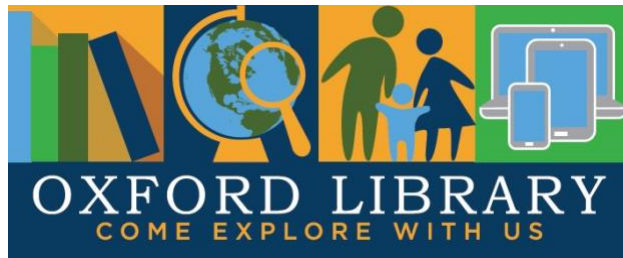
Community Room – 40 People

### **Reserving a Meeting Room**

Application forms to reserve the large meeting room are available at the Circulation Desk and on this website. Each individual or group must provide the name, address and phone number of the sponsor. Groups must allow up to one week for any application to be processed. The small meeting rooms may be used on a first-come-first-served basis, if they have not been reserved ahead of time by the Oxford Library Staff. A customer who uses a small meeting room on a first-come-first-served basis may have sole access to the room for up to two hours, or until the time that it was previously reserved. With the exception of first-come-first-serve users, all meeting room users must submit a room reservation form. Forms will be kept on file for repeat users. Payment must be received before the use of the room. Make checks payable to: Oxford Library

A group composed of minors (under eighteen years of age) must have one adult chaperone per twelve minors in attendance at the meeting. This person must also sign the meeting room application form.

Booking of rooms is on a first come first served basis. Reservations will be accepted for up to six months in advance. Recurring reservations must be renewed semi-annually to remain in force. Meetings must be held during the library's normal operating hours.



In the event that a scheduled meeting is cancelled, the library should be notified as soon as possible. Additionally the library reserves the right to alter the meeting room schedule according to the library's needs. If the library closes due to an emergency or inclement weather, contacts for all of the programs scheduled for that day will be notified if possible.

### **Fees for Usage**

Fees for the use of the meeting rooms are based on the current Meeting Room Fees Schedule, which is posted in the library and on the website. Groups using a meeting room may charge for items such as instructional materials or supplies that are necessary to participate in their programs. Any organization or individual charging admission will be charged the for-profit rate for the use of a meeting room. Nonprofit groups may request donations from program participants without incurring the for-profit rate for use of the meeting room. The fee may change based on actions of the Board of Trustees and is posted on the Oxford Library website.

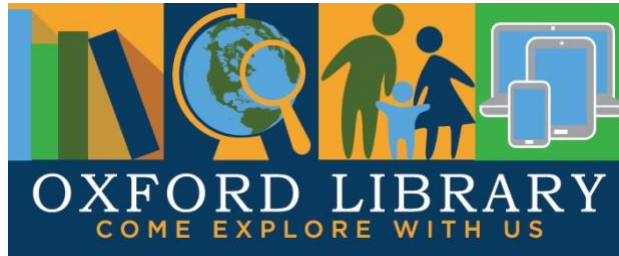
### **Use of Library Address**

The name, address, email, phone and/or fax numbers of the library may not be used as the official contact information for any organization using the meeting rooms. Non-library groups using a room may not publicize their activities in such a way as to imply library sponsorship.

### **Set-Up and Maintenance of the Meeting Rooms**

Chairs and tables are available for use. It is the responsibility of the organization or individual renting the room to set up and arrange the furniture in the room. All garbage must be put in trash containers provided by the library. Lid must be securely attached to the trash can. Chairs and tables must be returned to their prior configuration. Failure to return the room to its original level of cleanliness may result in the loss of meeting room privileges.

Displays, posters and literature connected with a meeting may not be placed anywhere in the library except in the meeting room while the meeting is taking place. Walls may not be used for mounting or hanging pictures, displays, or posters. Equipment, materials or furniture may not be stored in the library without the permission of the Director. The library will not assume responsibility when any materials are left behind.



## **Clean Up and Damage to Facilities**

The sponsoring group or individual making application for use of a meeting room assumes all responsibility for damage to library property, including furnishings and any equipment used, and for leaving the premises in the condition in which it was found.

## **Restrictions**

All behaviour is subject to the library's Behaviour Policy. Smoking, gambling, firearms or other weapons and controlled substances are prohibited on library property. In accordance with the library's Behaviour Policy, alcoholic beverages are prohibited in the library, however, exceptions may be granted by the Library Director in connection with appropriate circumstances, such as programs and events

## **Fire and Security Alarms**

All groups or individuals must immediately leave the library if any fire or security alarm goes off. Police and the fire station will have been alerted.

## **Liability**

The Oxford Library Company, their employees and agents, the Board of Directors of the Library, shall not be liable to any group, organization, or person attending a meeting. Any group, organization and person, jointly and severally, hereby agrees to, and shall, indemnify and hold harmless the Oxford Library Company, its employees and agents, and the Board of Directors of the Library and its members from any and all claims, suits, damages, losses or injuries which they can sustain, or are alleged to have sustained, while using the meeting rooms, including, without limitation, use of a meeting room, rest room facilities and means of egress and ingress to the Library building and the meeting rooms.

Approved and Adopted 2/23/17 cb

Amended and Approved 6/27/24 cb