



Meeting Room Use Policy

The Western Allegheny Community Library provides meeting space for library programs and for other meetings/activities of an informational, educational, cultural, or civic nature. Use of the facilities by other groups or individuals is allowed when not needed by 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 customers.

The Library's meeting rooms are available for use as a community resource in accordance with the Library's mission to provide a safe, inclusive and accessible community-centered library that is free to the public and empowers its residents' personal, educational, and professional growth. Use of the rooms to non-profit, civic, social, cultural, educational, governmental organizations, and individuals will be free of charge. Use of the Community Room, Study Room, Event Room, Backyard, and Conference Rooms will incur an administrative fee for private functions and for-profit businesses according to the fee schedule below. In addition, a refundable deposit will be returned within one week, provided the room is left in the original condition and vacated on time.

Long-Term Rentals

Rented rooms cannot serve as a permanent or regular public meeting location for any non-Library related group to allow all members of the community the opportunity to use a Library's meeting rooms. A group or individual who wishes to reserve the program room on a regular basis shall request written permission from the Library Director and cannot be guaranteed a specific room for all meetings.

Use of Rooms by Tutors

As part of this educational purpose, the Library permits tutoring on the premises in accordance with the Tutor Usage Policy, please see policy for details.

Cancellations

Permission to use the rented rooms is revocable and does not constitute a lease. Permission previously granted to a group or organization to use the program 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 maintenance problem (no heat, water, inclement weather, etc.).

Revised and approved by the Board of Trustees 3.15.2024

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A group or organization must notify the library within 24 hours of the scheduled activity if they need to cancel a room reservation. Failure to do so may result in forfeit of the deposit and/or not being able to use the room for a period of three (3) 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.

Terms of Use

Use of WACL's meeting rooms does not constitute WACL's endorsement of viewpoints expressed by participants in the program. Activities should not be publicized as to imply that WACL sponsors, co-sponsors, or endorses them.

Users of the library facility must comply with all applicable state and federal laws, local ordinances, and the policies of the Library. Any unlawful activity shall be the basis to deny use of the library room in the future.

The library assumes no responsibility for damage to, or theft of, any item displayed or exhibited in a meeting room. All items are placed in a meeting room at the owner's risk.

Equipment, materials, or furniture belonging to any group shall not be stored in the library.

Library-related activities take precedence in scheduling the use of the room.

Attendance in a meeting room is limited to that number permitted under fire code regulations.

Room Arrangement

A limited number of chairs and tables are available for groups or individuals to set up to meet their particular 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 in accordance to the diagram located on the wall nearest the exit. If the room is not restored to the original condition, the user may incur a cleaning charge and/or forfeit rights to use the room for a period of three (3) months.

Schedule

Meetings must be held during regular library operating hours unless pre-approved by the Library Director. Otherwise, meeting rooms must be cleared before library closing (a 15-minute warning will be given).

Food and Drink

Food and drink may be consumed in the meeting rooms, provided the room is cleaned up when leaving. The library has a vacuum and cleaning supplies that can be used to clean up any spills, failure to do so may result in a forfeit of the room deposit.

Clean-up and Damage

The sponsoring individual, group or organization assumes all responsibility for damage to library 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.

Reservation Requirements

Library meeting rooms applications shall be reviewed and approved by the Library Director or designee. An authorized member of the group must sign the meeting room request form. By signing the request form, the applicant agrees that:

- They have read the rules and regulations for the library program room and understand them.
- 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 three (3) months and/or the deposit not being returned.
- They accept financial responsibility for all damages caused to the building or equipment beyond normal wear.

Staff Assistance

Library staff may be able to help with equipment difficulties but this should not be relied on, particularly if it is non-library provided equipment. The library will not provide porter service to carry supplies and custodial help is not available for anything outside of routine room maintenance. Library staff is not available to assist with meeting presentations or attendee management. Please note that children must be supervised at all times.

Security & Access

Meeting room users **are not permitted to lock or block access to the meeting room doors** at any time while using the space. All meeting rooms must remain accessible to library staff for safety, security, and operational purposes. Locking doors may result in immediate termination of the meeting, forfeiture of deposit, and/or suspension of future room use privileges.