



Valley Community Library  
739 River Street  
Peckville, PA 18452  
570-489-1765  
<http://lclshome.org/valley>

## Facilities Policy

The Valley Community Library (VCL) welcomes the use of its Gino Merli Room and Conference Room for individuals, community groups, and organizations: whose aims are educational, cultural, and/or civic; who agree to observe the library rules; and, whose activities do not discriminate based on race, color, national origin, sex, religion, sexual orientation, age, or disability. Rooms are available to individuals and groups regardless of the beliefs or affiliations of their members. The Library reserves the right to revoke permission to use either room.

Limitations: Rooms are **not** available for social gatherings (such as parties or entertainment), fundraising efforts, sectarian religious services, commercial endeavors, partisan political purposes or platforms, or when, in the judgment of the VCL Director or Board of Directors, the use poses a threat to the life, safety, or property of any individual. No admission may be charged, nor a donation sought. Meetings may not be scheduled on a monthly or weekly basis unless given permission by the Library Director.

Reservations: To reserve either room, a Facilities Use Request form must be submitted and approved by a Library staff member at least one week prior to the meeting date. No request may be submitted more than three months prior to the meeting date. Reservations for a meeting room are on a first-come, first-served basis. **Library-related events and usage needs take precedence for all room bookings.** The Library does not discriminate with regard to race, religion, sex, or political belief in making meeting space available to any group. Library-sponsored and Library-related meetings have priority and the Library reserves the right to preempt any scheduled meeting. The Library will make every effort to give advance notices of such preemption.

Hours and Emergency Closings: Rooms are available for use during Library business hours and meetings must be concluded 15 minutes before closing time. In the event that the Library closes due to an emergency or inclement weather, use of either room is automatically canceled. During adverse weather conditions, group representatives should call the Library or go to the VCL website at [lclshome.org/valley](http://lclshome.org/valley) for more information.

Maximum Capacity: The Gino Merli Room may be utilized by no more than 35 people at one time and the Conference Room may be utilized by no more than 12 people at one time. The Library is permitted to allow more than the maximum capacities listed with the approval of the Library Director.

Food and Drink: Food and drink is allowed in the Conference room only. Those who book the Gino Merli Room may not have food or drink inside the room, but can serve it outside of the room in the Young Adult Area. Alcoholic beverages are not permitted. Smoking is not permitted in any part of the Library.

Cancellations: The contact person is the only person authorized to make changes to room reservations, including cancellations. Cancellations may not be rescinded. Groups that fail to give cancellation notices will have their reservation rights suspended. VCL reserves the right to

postpone or cancel any scheduled meetings. The Library will make every reasonable effort to contact the group and reschedule the reservation.

Publicity Notices: Publicity notices promoting a meeting or event being sponsored by an outside group or organization must include the following disclaimer: "The Valley Community Library does not advocate or endorse the viewpoints of meetings or meeting room users." Publicity notices or fliers promoting a meeting must be shown to a Library staff member for approval (with initials) prior to distribution.

The Library shall assume no liability for items left in the building either before, during, or after a meeting. The organization or individual holding the meeting assumes responsibility for any damage done to the room, its contents, the building and grounds, or any personal injuries sustained by attendees. The group or organization is required to sign a statement agreeing to these conditions. Use of a meeting room by any group or organization does not constitute an endorsement by the Library of the policies, beliefs, and/or purposes of any group.