

**West St. Petersburg Community Library at St. Petersburg College**  
6605 Fifth Avenue North, St. Petersburg FL 33710  
(Corner of 8<sup>th</sup> Avenue North and 67<sup>th</sup> Street)

**Library Meeting Room Policy**

**Purpose**

The West St. Petersburg Community Library at St. Petersburg College (hereafter referred to as the "Library") maintains meeting room space for use by non-profit community groups, associations, and agencies when such space is not being used for Library affiliated or sponsored programming.

Non-profit community groups may use the room free of charge. Examples of non-profit community groups include:

- Those participating in library and library-sponsored activities
- 501C(3) organizations
- Charitable organizations
- Clubs and associations
- Government and government sponsored activities and organizations
- Religious groups or groups with religious affiliations
- Societies
- Youth organizations

**Scheduling Procedures**

1. To reserve a conference room, contact the Administrative Offices of the Library at 341-7198, Monday-Friday, 8:00 a.m. – 3:30 p.m.
2. Complete a **Library Meeting Room and Facilities Use** form. Requests for room reservations must be made in writing.
3. Rooms will be assigned based on availability and in order of receipt of application. Not all requests can be accommodated.
4. Reservation requests may be submitted up to three (3) months in advance of the meeting. We cannot accept reservations for events occurring four or more months in the future. (The three-month limit refers to all reservations, including both single and repeat bookings.)
5. Rooms may be reserved for a maximum of two (2) times per month, per group.
6. Pending availability, conference rooms may be reserved during the following hours:

**When College classes are in session**

Monday – Thursday	7:30 a.m. – 8:30 p.m.
Friday	7:30 a.m. – 3:30 p.m.
Saturday	10:00 a.m. – 4:30 p.m.
Sunday	Closed

**When College classes are not in session\***

Monday and Thursday	9:00 a.m. – 7:30 p.m.
Tuesday & Wednesday	9:00 a.m. – 5:30 p.m.
Friday	9:00 a.m. – 3:30 p.m.
Saturday	10:00 a.m. – 4:30 p.m.
Sunday	Closed

*\*Please note that during the winter break and occasionally throughout the year, Library hours may vary.*

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7. Reservations must be for the entire length of time needed – before, during and after the activity, including time for set-up, clean-up, etc.
8. The person signing the Library Meeting Room and Facilities form must be a resident of Pinellas County, an adult (18 years of age or older) and be in attendance when the meeting room is in use. S/he shall be responsible for the conduct of the group, payment of bills, and for protection of Library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility.
9. Once completed, the form is turned into the administrative offices of the Library or the Circulation Desk. Once the form has been approved and signed by the Provost (or designee) the room will then be officially reserved and the requester notified.

**Policies**

1. Priority will be given to Library programs and meetings.
2. Groups and organizations that wish to use the Library's facilities must be non-profit. The Library reserves the right to require organizations to provide proof of non-profit status.
3. All activities must be confined to the room(s) reserved.
4. Groups are prohibited from making statements in their advertising or meeting announcements that suggest library sponsorship or endorsement.
5. Neither the name, address nor telephone number of the Library may be used as the official address or headquarters for any individual, organization or business.
6. Rooms may not be used as a permanent meeting location.
7. The College does not assume any liability on groups or individuals attending meetings in the Library nor does the Library assume responsibility for any loss, damage, costs and/or expense that may arise during use of Library facilities.
8. Signs, posters, flyers, placards, etc. may not be placed in Library hallways publicizing activities held in the conference rooms, unless authorized by the Library Director or designee.
9. All groups using the meeting rooms are expected to leave the facilities in a clean and orderly condition and are responsible for damage to library property. The Library may charge the group or organization if extraordinary housekeeping or maintenance service is necessary.
10. No person or organization may charge a fee to an activity held in the conference rooms.
11. Programs for children and youth must be supervised at all times by adults responsible for the group.
12. Smoking and alcoholic beverages are prohibited.
13. Private social gatherings or events (e.g., birthday parties, wedding receptions, etc) and active recreational or athletic activities (e.g. dance, martial arts, exercise classes, etc) are not permitted in the Meeting Rooms.
14. Rooms may not be used for the selling of products or services or for games of chance.

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15. Public copy machines are available for use, at a charge. Staff telephones and fax machines are not available for public use. Library staff is not responsible for relaying messages to individuals in the Meeting Rooms.
16. A library staff member may attend or observe any meeting or program at any time.
17. After 30 minutes, a group may forfeit its reservation if it fails to appear as scheduled.
18. If an organization or group needs to cancel a reservation, it should notify the Library a minimum of 24 hours in advance. Groups that fail to notify the Library of a cancellation will be put on notice. If a second cancellation should occur without prior notification, the group may lose the privilege of scheduling space in the future.
19. The Library reserves the right to cancel any meeting during inclement weather or for any reason that would make the scheduled meeting room unsuitable. In the event of emergency closing, every effort will be made by the Library to notify the contact person listed on the Meeting Room and Facilities Use form.
20. Persons needing disability accommodations required by law for an event should contact the Library at least 72 hours prior to the event. The library reserves the right to charge the renter of the facility for costs associated with providing the accommodation.
21. St. Petersburg College is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, color, religion, sex, age, national origin, or marital status, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the college will not tolerate such conduct.

**Care and Use of Conference Rooms**

1. The Library will not allow the storage of any group's equipment, records, or meeting supplies.
2. Organizations using the conference rooms are responsible for providing their own miscellaneous equipment, utensils, and supplies, such as coffee pots, paper goods, extension cords, table service, paper, pencils, etc.
3. Food and beverages are permitted inside the Multipurpose Room (LI 101) only if indicated on the approved Library Meeting Room and Facilities Use; covered beverages are permitted in the two smaller conference rooms (LI 142 and 223). **No food is permitted in the lobby.**
4. Library personnel are not able to rearrange seating, carry supplies to and from the conference room, etc. Each organization must count on its own personnel for the performance of such tasks. The Library will only be responsible for furnishing the necessary meeting space and seating.

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**Room Descriptions**

The following information describes the room capacities and standard set ups for each room. It is requested the standard set up be used to allow more flexibility for other groups using the rooms during the same day. **Please note that facilities staff will be unavailable for the purposes of changing room set ups during the late afternoon/evening hours. Audio/visual support staff is available only during weekdays.**

LI 101 Multipurpose Room

1. Seating capacity: 15 (minimum) - 75 (maximum - with no tables). Setup styles include:
  - **Theatre Style** – seating for 60. Optional: tables for food available at south end; can be covered and skirted, upon request
  - **Classroom Style** – seating for 32-34; extra chairs in back. Optional: tables for food available at south end; can be covered and skirted, upon request
  - **Luncheon Style** – chairs and food tables can be arranged any way desired; tables can be covered and skirted, upon request
  - **Meeting Style** – seating for 24; extra chairs around sides of room; tables for food available at south end; can be covered and skirted, upon request.
2. Audio/Visual equipment available
3. Whiteboard
4. Food and covered beverages are permitted
5. A small kitchen adjoins this room.

LI 142 Conference Room

1. Seating capacity: 12 -15
2. Whiteboard
3. Covered beverages are permitted

LI 223 Conference Room

1. Seating capacity: 12 -15
2. Overhead projector
3. Whiteboard
4. Covered beverages are permitted
5. Audio/Visual equipment available

**Note:** Flip charts and markers will be the responsibility of the reserving group.