



## James V. Brown Library

### Policies for Rental of Library Facilities and Meeting Rooms

The James V. Brown Library makes space available for businesses, organizations and individuals for educational and recreational purposes.

Facilities must be reserved in advance and a written agreement must be completed. Applicants may request the use of library facilities for private meetings or functions but not for events which will be open to the general public or advertised to the general public. The use of library facilities does not constitute the library's endorsement of viewpoints expressed by the user and any advertisement or announcement implying such endorsement is prohibited.

**Priority for private meeting room space is as follows:**

1. **Library sponsored program or meetings.**
2. **Programs sponsored by library-affiliated groups.**
3. **Other meetings, programs or private functions.**

#### Food and Drink

Outside groups who use library facilities may serve refreshments. Limited kitchen facilities are available. Groups may contract with outside catering firms. No onsite food preparation can be accommodated.

#### Alcoholic Beverages

Alcoholic beverages are limited to wine, beer and champagne and all beverages must be served by a designated server. Groups serving alcohol must guarantee that minors present are not served. Consumption must be contained within the space rented.

#### Insurance

Proof of a current comprehensive general liability insurance policy and a certificate of insurance naming the James V. Brown Library and Board of Trustees as additional insureds must be submitted two weeks in advance of the event for events which will have more than 20 individuals in attendance.

#### Smoking

All library facilities are non-smoking venues.

#### Reservations

- Reservations may be made on a first come, first served basis no more than six months in advance.
- Groups may reserve space for up to six meetings in a six-month period. No single group may have more than six meetings in six months unless the library is a co-sponsor unless approved by the Library Director.
- Groups accept financial responsibility for any and all damages caused to the building or equipment.
- The library reserves the right to cancel a scheduled meeting with two weeks notice.

#### Contracts

If a government agency or other nonprofit organization wishes to make a written agreement for use of meeting space for a period of up to one year, the Library Director is authorized to sign such an agreement, if:

- Room use is consistent with this policy.
- The written agreement incorporates the rules and regulations of this policy and
- The agreement has been reviewed and approved by the Board of Trustees.

#### Meeting Spaces

The library has three meeting rooms available for use on the third floor of the Welch Wing:

- **Lowry Room:** Capacity: 100
- **North Room:** Capacity: 49
- **Conference Room:** Capacity: 20 - 25

The vintage library also has spaces available for private functions:

- **Moltz Rotunda Room:** Capacity: 100 with Winter's Room for food service and lobby.
- **Cimini Courtyard:** An outside venue with gazebo and Children's Wing programming room expansion space. Capacity: 50.

#### Library Hours

Weekdays 10-8 • Saturdays 10-6  
Closed Sundays

Meetings outside of library hours require a staff presence and entry/egress points will be defined by the library. \$25 per staff per hour charge for meetings/functions before and after library hours.

#### Equipment

The library may charge a fee for equipment, room setup, audiovisual aids, consumables and similar items.

## Donor Policy

A donation to the library of \$1,000 or more in a given year entitles the donor or donor organization to one free rental (subject to all other policies).

The library may charge a fee for equipment, room setup, audiovisual aids, consumables and similar items.

## Rental Room Pricing

### Conference Room

(Capacity 20-25) • \$50 per hour

### North Room

(Capacity 49) • \$75 per hour

### Cimini Courtyard/Program Room

(Capacity 50-75) • \$400 for 4 hours

### Lowry Room

(Capacity 100) • \$100 per hour

### Moltz Rotunda Room

(Capacity 100) • \$400 for 4 hours

## Equipment Options

\$15 charge for each of the following:

- DVD player w/monitor
- VCR w/monitor
- LCD projector
- Laptop Computer set-up
- Sound System/podium

### Video-conferencing

\$175 1<sup>st</sup> hour, \$50 ea add'l hour

*Ask to tour the facility  
to view the room that  
fits your event!*



LOWRY THEATRE ROOM, 3rd Floor  
Kathryn Seigel Welch Children's Wing

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Closed Sundays

For questions on renting the library facility  
please contact Sue Rider or Robin Glossner  
for more information at 326-0536.

19 East Fourth Street  
Williamsport, PA 17701

570-326-0536  
[www.jvbrown.edu](http://www.jvbrown.edu)

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