



Thank you for your interest in Cranberry Public Library's meeting rooms. Because of the number of requests we receive, we have created this packet which contains a copy of the Meeting Room Policies, the Fee Schedule, the Meeting Room Application as well as the Fee Reduction/Waiver Application, for those that qualify. Additionally, we have compiled a list of the most frequently asked questions. Please read over these items BEFORE requesting use of a room.

Frequently Asked Questions:

1. Who can apply for the Fee Reduction/Waiver?

- a. The Fee Reduction/Waiver Application applies to non-profit Cranberry Township groups with a 501(c)3, ONLY.
- b. There is a \$25.00 Application fee. The fee must be paid at the time the Fee Reduction/Waiver is submitted.
- c. Groups approved for the reduction/waiver can only reserve rooms twice (2) a month and only 60 days in advance. Meeting room fees will apply if groups wish to request more than two (2) days a month.
- d. The reduction/waiver is good for one school year. Applications, along with the fee, need to be renewed EVERY school year (Labor Day to Labor Day)

2. How many days in advance can we reserve the rooms?

- a. Rooms can be reserved up to 120 days in advance for groups that do NOT apply for the Fee Reduction/Waiver Application.
- b. Please see above for groups that do apply for the Fee Reduction/Waiver Application.

3. Do we need to bring anything?

- a. Yes. Groups are responsible for bringing their own devices and cords. The Library provides use of a screen, projector and microphone (if requested), ONLY. Our equipment can be used with HDMI or VGA cords. If a presenter is using an Apple/Android device, they must supply their own adapters as well.
- b. We suggest groups ALWAYS have a backup plan with regards to the presentation. While it is rare, no matter how well planned, technology does not always cooperate for one reason or another. Please have a second option prepared.

4. What are the hours the rooms can be used?

- a. Currently, rooms can only be used during business hours. Please visit www.cranberrylibrary.org to view our business hours. Groups will not be allowed in to set up before/after Library hours. Please plan your event accordingly.

5. **My business is based in Mars (Wexford, Zelienople, Butler, Evans City, etc.); can I get the Resident rate?**
 - a. No. Resident rates are for individuals/groups with Cranberry Township mailing addresses only. For businesses, the business mailing address must be in Cranberry Township.
6. **Can we have refreshments?**
 - a. Sure, we just ask that you clean up and place all trash in provided trash cans.
7. **Do we have to set up the room?**
 - a. Yes. We provide tables and chairs, but groups are responsible for their own set up. Again, please plan the timing of your event accordingly. Groups do not have to reset/tear down the rooms. Please make sure that all trash is put in provided trash cans.
8. **When is payment due? What forms of payment do you accept?**
 - a. We accept cash or check. Payments must be made 30 days prior to the date of the event. In the case where there are not 30 days before the event, payments must be made as soon as possible before the date of the event unless other arrangements have been made with Dawn or Leslie.
9. **Can I view the rooms before booking?**
 - a. Yes, but please call to make an appointment with either Dawn or Leslie. We cannot show the rooms if they are in use, so it's always best to schedule a time to visit.
10. **Can I make sure my equipment will work before the presentation date?**
 - a. Yes, but please call to make an appointment with either Dawn or Leslie. Again, we cannot show the rooms if they are in use, so it's always best to schedule a time to visit.
11. **Will you promote our program?**
 - a. No. Groups renting our rooms are responsible for promoting their own programs. There is a community board at the front entrance of the Municipal Center where you may hang a flyer. The Library only promotes and sponsors Library/Cranberry Township Municipal programs. If you would like the Library to consider partnering with your group on a program, please fill out the **Proposal for a Library Program** form. This form is available on our website at www.cranberrylibrary.org.
12. **Who do I contact if I have further questions or wish to book the room?**
 - a. Please contact to set up an appointment:

Dawn Barbacci
Administrative Manager
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dbarbacci@bcfls.org

OR

Leslie Pallotta
Library Director
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