

## MEETING ROOM POLICY

### PURPOSE

Haverford Township Free Library provides 7 meeting rooms for use by the public for events that are informational, educational, cultural, social or civic in nature. The Meeting rooms are equipped with tables, chairs and state-of-the-art technology. One room includes access to a catering kitchen. The Library retains the right to charge fees depending on the type of event.

Use of Library meeting rooms does not imply that the Library, its trustees, staff or Haverford Township endorse an organization's policies or beliefs. No group may claim Library sponsorship or imply endorsement in advertising. The Library's name and address may not be used as the official address or headquarters of an organization or group. Neither the name, phone number, address, logo nor image of the Library may be used, except for location purposes.

Neither the Haverford Township Free Library nor Haverford Township shall bear responsibility for personal injury to any person using a meeting room.

**No organization or group using the meeting rooms will discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability status.**

### MEETING ROOM PROCEDURE

The Library Director or designee will review all requests for meeting room use prior to approval. The Library reserves the right to accept, renew or reject meeting room applications.

### MEETING ROOM AVAILABILITY

1. Library sponsored programs have priority.
2. Reservations are scheduled in order of request.
3. Reservations must be made in advance using the Library's application form.
4. The Library reserves the right to assign rooms based on availability, group size, intended use, and technology requirements. Please fill out the application accordingly.
5. Groups may reserve up to five meeting dates at a time, up to 4 months in advance.
6. Groups may schedule meeting rooms for consecutive days.
7. If the library closes unexpectedly, the group's contact person will be notified, and rental fees will be reimbursed. The group is responsible for notifying attendees.
8. The group must notify the Library at least one week in advance of a cancellation to receive reimbursement of rental fees.

### BASIC RULES OF USE

1. Events must end 30 minutes before Library closing, unless prior arrangements are made.
2. Admission fees may not be charged. Groups charging a fee or requesting donations must have explicit permission of the Director or designee.
3. Smoking, controlled substances or gambling are prohibited.
4. The library staff may not be available to assist with event setup or equipment. It is the responsibility of the applicant or group to provide any necessary expertise or equipment if it is not already available in the meeting room. It is required that a person from the group visit the room in advance of the meeting to become familiar with or trained on the available technology.
5. Storage of the organization's items or equipment before or after the meeting must have explicit permission from the Director or designee.
6. Nothing may be attached to the walls, ceiling, floor, furniture or room dividers.
7. Meeting room attendees may not leave children unattended or unsupervised in the Library.

### MEETING ROOM SET-UP AND CLEAN-UP

1. Groups are responsible for room set-up.
2. Lighted candles or flames are prohibited.
3. Rooms must be left clean and orderly. Waste must be placed in the proper receptacles and tables cleaned. Tables and chairs must be returned to the original set-up.
4. No custodial services are provided or available.

### REFRESHMENTS

1. Alcoholic beverages are prohibited, unless specifically approved by the Director or designee.
2. Only light refreshments may be served in meeting rooms, except in the Community Room with use of the catering kitchen. All beverages must have a lid.
3. Any damage to furniture, rugs or electronic equipment due to food or drinks is strictly the responsibility of the reserving party.

### MAINTAINING ORDER

1. Groups and organizations using meeting rooms are responsible for maintaining order. Appropriate conduct both in the meeting room and Library is expected as a condition of meeting room use.
2. At least one adult must be present and responsible for any event involving people under the age of 18.
3. The Library reserves the right to end meetings that disrupt Library operations.

### DAMAGES

Groups are responsible for any damage to the premises, equipment or furnishings. The rental organization and its members assume full responsibility for loss, injury or damage to any property of the Haverford Township Free Library resulting from meeting room use.

### APPLICATION

1. Applications must be signed by a representative over the age of 21, who will attend the event and be responsible for the conduct of the attendees and for any damage.
2. Applications will be reviewed and confirmation and invoice (if applicable) will be sent via email.
3. Reservations are not considered final until confirmation is received.

### FEE SCHEDULE

1. Not-for-Profit organizations with proof of status: \$30/hour with a two-hour minimum rental.
2. Other organizations: \$60/hour with a two-hour minimum rental.
3. Private events: \$80/hour with a two-hour minimum rental.
4. Use of the catering kitchen: \$50 flat fee per event.
5. Events outside regular Library hours for an additional \$50/hour, based on staff availability.
6. Meeting Room fee must be received 1 week prior to meeting room use.
7. These fees may be waived at the Library's discretion.

Note: Include set up and clean-up time in your request. For example: if your event starts at 11am and requires one hour of setting up, your reservation on application should begin at 10am.

**Failure to comply with this policy may result in removal from the building, denial of future use of the library meeting rooms, and/or financial liability for damages.**