

## NORTH WALES AREA LIBRARY POLICIES HANDBOOK MEETING ROOM POLICY

### **Purpose/Principle:**

The North Wales Area Library is a limited public forum and provides meeting room space for library programs and for other meetings and programs of an informational, educational, cultural, and civic nature. The library meeting room spaces are available to the community consistent with the library's mission of expression and exchange of ideas. Use of the facilities by other community groups or for profit businesses is allowed when not needed by library or library-related activities, programs, and meetings, and when such use does not interfere with or disrupt the programs, activities, and normal operations of the library, or cause a security risk or safety hazard to library staff, property or patrons.

Meeting rooms may not be used for any of the following:

- For a purely social purpose, unless library sponsored.
- For solicitation by outside organizations.
- For religious or anti-religious purposes.
- For any use for which North Wales Area Library Board elects not to permit.

Meeting rooms may be used for general political purposes such as information sharing, organizational meetings or community forums.

The North Wales Area Library reserves the right to accept, renew, or reject requests for use of the room(s) under the established policy.

The North Wales Area Library provides meeting room space as a public service but does not endorse the views or opinions of groups utilizing these facilities.

### **Fee Schedule:**

Meeting room rental fees include use of the room(s) for up to 4 hours or until the library closes, whichever comes first. Additional charges for use of the room(s) beyond the scheduled time or beyond the closing time of the library are outlined below. The fee schedule that applies to each organization or business will be determined by the Library Director and/or designated staff persons.

#### **Not For Profit Organizations [must qualify as 501(c)(3)]:**

- This includes not-for-profit community groups and businesses who would like to rent meeting room space to conduct their own organization's meetings, events, and/or activities that may or may not be open to the public and may or may not support the mission of the library (see attachment I).
- Community Meeting Room A (Single meeting room; 30 X 25) – Maximum Occupancy – 33 persons – Financial or in-kind donations are required and can be waived on a case-by-case basis by the Library Director
- Community Meeting Room B (Single meeting room; 30 X 25) – Maximum Occupancy – 33 persons - Financial or in-kind donations are required and can be waived on a case-by-case basis by the Library Director
- Double-sized meeting room (folding partition opened to combine two Community Meeting Room into one space 30 X50) - Maximum Occupancy - 66 persons - Financial or in-kind donations are required and can be waived on a case-by-case basis by the Library Director
- Kitchen privileges – no additional charge
- These fees are waived at the North Wales Area Library Board's discretion. However, donations are welcome.
- Any approved use of the meeting rooms over 4 hours will incur a cost of \$10.00 per room, per hour, and must be arranged in advance. If the extension is after closing, the additional cost is \$25.00 and depends on staff availability.
- Payment of rental fee and proof of insurance must accompany signed application.

- Limited advertising may be provided in the library's newsletter, provided the meeting room rental agreement has been confirmed by the library prior to print deadlines and there is space available. Not-for-Profit organizations may post a flyer advertising their event on the Community Bulletin Board in the library's lobby, but must follow the Bulletin Board Policy (see attachment I).
- The library is not responsible for registering participants for the scheduled event(s) and will not accept any participation fees that may be associated. That is the responsibility of the sponsoring organization or business.

**Community Groups or For Profit Businesses Providing Educational Classes:**

- This includes community groups or for profit businesses who would like to rent meeting room space for the purpose of providing a educational classes and are open to the general public. It is understood that the community group or small business may choose to charge a fee to the public for attendance at the classes.
- Community Meeting Room A (Single meeting room; 30 X 25') – Maximum Occupancy – 33 persons - \$35.00
- Community Meeting Room (Single meeting room; 30 X 25') – Maximum Occupancy – 33 persons - \$35.00
- Double-sized meeting room (folding partition opened to combine the two Community Meeting Rooms into one space 30 X 50) - Maximum Occupancy - 66 persons - \$70.00
- Kitchen privileges – no additional charge
- These fees may be waived at the North Wales Area Library Board's discretion.
- Any approved use of the meeting rooms over 4 hours will incur an additional cost of \$10.00 per room, per hour, and must be arranged in advance. If the extension is after closing, the additional cost is \$25.00 and depends on staff availability.
- Payment of rental fee and proof of insurance must accompany signed application.
- Limited advertising may be provided in the library's newsletter and website at a fee of \$100, provided the meeting room rental agreement has been confirmed by the library prior to print deadlines and there is space available. Community groups or for profit businesses offering educational classes may post a flyer advertising their classes on the Community Bulletin Board in the library's lobby, but must follow the Bulletin Board Policy.
- The library is not responsible for registering participants for the scheduled event(s) and will not accept any participation fees that may be associated. That is the responsibility of the sponsoring organization or business.

**Other Community Groups or For Profit Businesses:**

- This includes community groups or for profit businesses who would like to rent meeting room space to conduct their own organization's meetings, events, and/or activities that may or may not be open to the public and may or may not support the mission of the library (see attachment I).
- Community Meeting Room A (Single meeting room; 30 X 25') – Maximum Occupancy – 33 persons - \$50.00
- Community Meeting Room B (Single meeting room; 30 X 25') – Maximum Occupancy – 33 persons - \$50.00
- Double-sized meeting room (folding partition opened to combine both Community Meeting Rooms into one space 30 X 50') - Maximum Occupancy - 66 persons - \$100.00
- Kitchen privileges – an additional \$15.00
- These fees may be waived at the North Wales Area Library Board's discretion.
- Any approved use of the meeting rooms over 4 hours will incur an additional cost of \$10.00 per room, per hour, and must be arranged in advance. If the extension is after closing, the additional cost is \$25.00 and depends on staff availability.
- Payment of rental fee and proof of insurance must accompany signed application.
- Limited advertising may be provided in the library's newsletter and website for a fee of \$100, provided the meeting room rental agreement has been confirmed by the library prior to print deadlines and there is space available

- The library is not responsible for registering participants for the scheduled event(s) and will not accept any participation fees that may be associated. That is the responsibility of the sponsoring organization or business.

### **Regulations for Use of Meeting Rooms:**

The following statements apply to all organizations or businesses who rent meeting room space.

- Smoking, controlled substances or gambling is not permitted.
- Alcoholic beverages are prohibited except for library sponsored functions.
- The library staff will provide and/or set-up necessary equipment, including chairs, tables, rented A/V equipment, wireless Internet connection, white board and markers. Please provide information regarding equipment needs and room configuration on the Meeting Room Reservation form.
- The meeting rooms/kitchen must be left in a clean and orderly condition. Waste should be placed in the proper receptacles. The group using the room(s) is responsible for clean up and must leave the room(s) in exactly the way that they found them. The library reserves the right to charge a fee if facilities must be cleaned. No custodial service is available.
- The library staff is NOT at the disposal of the group. It is the responsibility of the applicant and/or the group to provide any necessary equipment if it is not available in the meeting rooms.
- No storage of the organization's items is available before or after the meeting, except at the discretion of the Library Director.
- To promote accessibility of the public meeting rooms for library events as well as to a wide variety of community groups, the library may limit meetings for any and/or all groups.
- Nothing may be attached to the walls, ceiling, floor, furniture, or accordion sliding room divider.
- Meetings may not extend beyond the library's closing time. Special arrangements can be made for groups to use the library's meeting rooms during hours that the library is closed with 14 days notice if staff is available. The additional cost is \$25.00 per hour or part of an hour.
- Lighted candles or flames, because of fire hazard, are not to be used within the meeting rooms with the exception of Sterno used by caterers.
- All equipment belonging to the group must be removed immediately at the conclusion of the program or event.
- In the event that the library closes due to an emergency or inclement weather, use of the meeting room(s) is automatically cancelled and the rental fees will be reimbursed. The renting organization's contact person will be notified by the library. It is the responsibility of the organization to notify attendees of the cancellation.
- If the renting organization cancels its event or meeting, they must notify the library 30 days in advance in order to receive full reimbursement of rental fees. Rental fees will not be reimbursed if notification is received in less than 30 days.
- The library reserves the right to cancel any function due to natural disaster, power failure, weather or other unforeseen circumstances. The Library will not be held responsible for any cost(s) incurred as a result of such cancellations.
- Failure to comply with this policy may result in denial of future use of the library meeting rooms, financial liability for damages, and/or removal from the meeting room.
- Meeting room attendees may not leave children unattended in the library.
- Group leader must be familiar with emergency rules.
- The fact that a group is permitted to meet in the library's public meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs. The North Wales Area Library Board reserves the right to require that any public advertising of meeting(s) include the following statement: "The views of this program are not necessarily endorsed by NWAL." The library's phone and/or fax #s and e-mail address are not to be included in any publicity that advertises the meeting unless the program is co-sponsored by the library.

### **Application and Insurance:**

The following statements apply to all organizations or businesses who rent meeting room space.

- A signed Meeting Room Reservation Form needs to be completed and submitted no later than 14 days in advance of the meeting.
- The application form must be signed by an authorized representative of the group who shall attend the meeting and be responsible for the conduct of the meeting attendees and for any damages.
- Each application will be reviewed and the contact person will receive confirmation. The meeting rooms will not be considered scheduled until confirmation is sent.
- The group must furnish adequate insurance for bodily injury and property damage. Insurance certificate must indicate that North Wales Area Library is named as additional insured on the policy and include a hold harmless agreement from presenter. Any exceptions must be cleared with the Library Director and/or the Library Board of Directors. The certificate of insurance should display limits of at least \$500,000 each occurrence, \$1,000,000 aggregate, and list North Wales Area Library, its board members, employees, and volunteers as additional insureds.

**Effective**        **10JSep2010**  
**Revision #1**    **11Apr2011**

**North Wales Area Library**  
**233 South Swartley Street**  
**North Wales, PA 19454**  
**215-699-5410**    [www.northwaleslibrary.org](http://www.northwaleslibrary.org)  
**215-699-5411**

**MEETING ROOM RESERVATION FORM**

(Effective September 1, 2010)

Please familiarize yourself with our Policy for Meeting Room Rental to make sure your meeting qualifies to be held at the library.

**Organization Information:**

Organization or Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

E-mail: \_\_\_\_\_

**Program Information:**

Description: \_\_\_\_\_

\_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Room Requested (See attached drawing of meeting room facilities): \_\_\_\_\_

With Kitchen: \_\_\_\_\_ Without Kitchen: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Do you want the library to provide limited advertising of your event in its newsletter as outlined in the Policy for Meeting Room Rental (attachment II see Posting Policy)?

Yes \_\_\_\_\_ No \_\_\_\_\_

Approved by Board of Directors 10Sep2010



Below is listed the equipment that the library is willing to provide and set-up. The number of pieces available is indicated in parentheses. Please mark the number of pieces requested next to each applicable item of equipment. Please keep in mind that the library or other organizations may also need equipment at the same time. You will be notified if the library cannot provide everything that is needed so that you can make alternative arrangements. PLEASE CHECK ONLY THOSE ITEMS NEEDED.

Tables (10): \_\_\_\_\_

Adult chairs (66): \_\_\_\_\_

**On the attached drawing of the meeting room(s), please indicate how you would like the room(s) configured. Show exactly where each piece of equipment should be placed.**

**Statement of Responsibility:** I have read the Policy for Meeting Room Rental for North Wales Area Library and agree to abide by its rules. I understand that our group shall assume financial responsibility for any equipment, rental, clean up, damages or overtime fees. I understand that the meeting rooms may not be used for solicitation of the public. I understand that we will be responsible for our group and its guests while using the library's facilities. I agree to report any injury or accident occurring on the premises. I agree to abide by these and all other terms and conditions as set forth in the North Wales Area Library Meeting Room Policy and hereby acknowledge receipt of a copy of the Policy for Meeting Room Rental and Emergency Procedures.

**Insurance and Hold Harmless:** A certificate of insurance is delivered with this Meeting Room Reservation Form with limits of at least \$500,000.00 each occurrence, \$1,000,000.00 aggregate, which lists the North Wales Area Library, its board members, employees, and volunteers as additional insureds. The requesting organization hereby agrees to indemnify, defend and hold harmless the North Wales Area Library, its board members, employees and volunteers from any and all liability, claims and damages (including personal injury) as a result of use of the library.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name : \_\_\_\_\_

You will be called for tentative scheduling. Your date will be officially confirmed when the library director receives this form, room rental fee, and Certificate of Insurance (if applicable). Make check payable to North Wales Area Library. Rental fee and Certificate of Insurance (if applicable) must be received 14 days prior to meeting. If not received within 14 days prior to the program, the meeting room reservation will be cancelled.

Approved by Board of Directors 10Sep2010

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**STAFF USE ONLY**

**Date/Time Scheduled:** \_\_\_\_\_

**Fee Collected:**

Check # & Name on check: \_\_\_\_\_

Fee N/A: \_\_\_\_\_

**Certificate of Insurance:**

**Yes, attached:** \_\_\_\_\_ **N/A:** \_\_\_\_\_

**Date Confirmed/Staff Initials:** \_\_\_\_\_

Approved by Board of Directors 8-9-10

## **EMERGENCY PROCEDURES FOR PROGRAM HOSTS & PARTICIPANTS**

### **Fire Safety/Extinguisher Usage/Emergency Exits**

In the event of a fire, all patrons and program participants should be asked to leave immediately via the closest exit door. There are sensors throughout the building that will automatically set off the fire alarm. The Fire Department will call us before sending out a truck. Someone from the library staff will inform you when it is safe to re-enter the library.

Please note that if an emergency exit door is used, an alarm will sound. Please do not use this type of exit for any purpose other than exiting in the case of fire. If the alarm is activated accidentally, please notify a staff person.

We own four fire extinguishers; one in the hallway between the office and meeting rooms, one in the public access computer area of the main library, one in the book sale area of the main library and one in the children's area of the main library. The extinguishers have an ABC rating with directions for usage clearly printed on the front. Extinguishing a fire should only be attempted after the above procedures have been followed and only if your personal safety is not jeopardized.

There are also Alarm Pull Down boxes at each exit from the building.

### **Medical Emergencies**

In the case of a medical emergency, **do not move the person.** The person in charge of the program should immediately notify a staff person and 911 should be called. Telephones in each meeting room may be used to dial 911. For minor injuries, there is a medical kit with basic first aid supplies that a staff person will be happy to retrieve for you. **Be sure to wear plastic gloves when the injury involves body fluids.**

### **Power Outages/Water Leaks**

In the case of a power outage or water leak, please notify a staff person immediately.

## **Attachment I**

### **North Wales Area Library Mission Statement**

**Building on our long tradition of volunteerism, community and civic support and independent spirit, we dedicate ourselves to the encouragement of reading and the spreading of knowledge for the benefit of all who enter the North Wales Library, now and into the future. We value books as beacons that can transport us, guide us, inspire us, amuse us and teach us to love and respect one another**

## **Attachment II**

### **Public Posting Policy**

#### **Introduction**

The purpose of the public bulletin board and the information rack at the North Wales Library is to make available information regarding cultural, recreational, educational, and human services programs and events in the community, which are available/open to the public at large. Distribution or posting information does not imply endorsement by the library of the ideas, issues, or events promoted by those materials.

#### **Procedures for Posting and Placing Material for Distribution**

Persons wanting a sign posted or material placed in the information rack should bring it to the Circulation Desk and leave it for approval. All approved signs will be stamped and dated by the Public Relations Coordinator for posting by Library staff. Immediate posting is not always possible. Items usually are not posted more than two weeks before an event.

Materials posted or left for free distribution without approval from the Library will be discarded.

Items that become dated will be removed from the bulletin boards. For example, posters announcing meetings will be removed after the meeting. Other items will be removed after thirty days, unless space is available and the item is considered to be of general interest. Items directly concerned with the library will be displayed as long as appropriate. Non-dated public service announcements from government agencies or non-profit agencies may be posted if space permits. The Library reserves the right to provide space on a long-term basis for announcements which give specific help to visitors or residents on a continuing basis, such as bus schedules, crisis services, etc.

#### **Appearance of Materials**

Material to be posted should not exceed 11" x 17" in size. When the bulletin board becomes crowded, preference will be given to items that do not exceed 8 \_" by 11".

No box, receptacle, or canister may be part of any posting

The Library accepts a maximum of 25 copies of informational leaflets for distribution to the public in the literature display rack. The maximum size for leaflets is 8 \_ by 11 inches. The library assumes no responsibility for informing community groups when the supply of materials has been exhausted.

#### **Content and Purpose of Materials**

Postings about events for which a charge is made must indicate that charge on the poster.

The sponsoring agency must be identified on the poster and an address or telephone number given.

### **Unacceptable Materials**

The following items will not be posted or distributed:

- Business advertisements,
- Personal notices, such as lost and found notices,
- Products sold for profit,
- Garage or other sale signs,
- Services such as baby sitting for which fees are charged,
- Signs soliciting donations,
- Campaign literature,
- Signs large than 11" x 17"
- Legal notices, or
- Private instructional courses.

Printed literature posted must not violate legal and respectable boundaries.

### **Review Process**

Users may appeal in writing any decision of the Library under this Public Posting Policy to the Director of the Library within ten days.