



Policy: Meeting Room Policy	Policy Number: NWAL 3.3
Revision Date: 03/05/2025	Revised By: JMK

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 team, property or patrons.

Scope:

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

- a) For solicitation by outside organizations.
- b) For religious or anti-religious purposes.
- c) For any use for which the North Wales Area Library Board elects not to permit.

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

3. 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. *(The following note must appear on all flyers and meeting information media: North Wales Area Library is not affiliated with the event and the library should not be contacted regarding the program.)*

4. Library Operation Hours:

Monday through Thursday **11:00am – 7:00pm**

Friday **11:00am – 4:00pm**

Saturday **10:00am – 5:00pm**

Sunday **CLOSED**

5. Fee Schedule:

a) 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.

5a. 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.

- a. Community Meeting Room A (Single meeting room; 30 X 25) – Maximum Occupancy – 33 persons - \$25.00
- b. Community Meeting Room B (Single meeting room; 30 X 25) – Maximum Occupancy – 33 persons - \$25.00
- c. Double-sized meeting room (folding partition opened to combine two Community Meeting Room into one space 30 X50) - Maximum Occupancy - 66 persons
- d. Kitchen privileges – \$25.00 additional charge.
- e. Any approved use of the meeting rooms over 4 hours will incur a cost of \$25.00 per room, per hour, and must be arranged in advance. If the extension is after closing, the additional cost is \$50.00 and depends on staff availability.
- f. Payment of rental fee and proof of insurance must accompany signed application.
- g. 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 following must appear on all advertising: ***“North Wales Area Library is not affiliated with the event and the library should not be contacted regarding the program.”***
- h. 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 sponsoring an organization or business.

5b. Community Groups or For-Profit Businesses: These include 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).

- a) Community Meeting Room A (Single meeting room; 30 X 25') – Maximum Occupancy – 33 persons - \$100

- b) Community Meeting Room B (Single meeting room; 30 X 25') – Maximum Occupancy – 33 persons - \$100
- c) Double-sized meeting room (folding partition opened to combine both Community Meeting Rooms into one space 30 X 50') - Maximum Occupancy - 66 people - \$175.00
- d) Kitchen privileges – an additional \$25.00
- e) Any approved use of the meeting rooms over 4 hours will incur an additional cost of \$25.00 per room, per hour, and must be arranged in advance. If the extension is after closing, the additional cost is \$50.00/hour and depends on staff availability.
- f) Payment of rental fee and proof of insurance must be paid within 24 Hours of approval. Limited advertising may be provided in the library's newsletter and website for a fee of \$125.00, provided the meeting room rental agreement has been confirmed by the library prior to print deadline and there is space available. The following must appear on all advertising: *“North Wales Area Library is not affiliated with the event and the library should not be contacted regarding the program.”*
- g) 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 sponsoring an organization or business.

6. Regulations for the Use of Meeting Rooms:

- a) The following statements apply to all organizations or businesses who rent meeting room space.
 - i. Smoking, controlled substances or gambling is not permitted.
 - ii. Alcoholic beverages are prohibited except for library sponsored functions.
 - iii. The library team can provide equipment, including chairs, tables, rented A/V equipment, wireless Internet connection, and a whiteboard for the group to set up. Please allow adequate time to set up the room before your meeting, the library team is NOT responsible for setting up the space.
 - iv. The meeting rooms/kitchen must be left in clean and orderly condition. Waste should be placed in the proper receptacles. The group using the room(s) is responsible for cleanup and must leave the room(s) in exactly the way that they find them. The library reserves the right to charge a fee if facilities must be cleaned. No custodial service is available.
 - v. The library team 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.
 - vi. No storage of the organization's items is available before or after the meeting, except at the discretion of the Library Director.
 - vii. 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.
 - viii. Nothing may be attached to the walls, ceiling, floor, furniture, or accordion sliding room divider.

- ix. Lighted candles or flames, because of fire hazards, are not to be used within the meeting rooms except for the Sternos used by caterers.
- x. All equipment belonging to the group must be removed immediately at the conclusion of the program or event.

- xi. If the library closes due to 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.
- xii. If the rental organization cancels its event or meeting, they must notify the library 30 days in advance to receive full reimbursement of rental fees. Rental fees will not be reimbursed if notification is received in less than 30 days.
- xiii. 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 because of such cancellations.
- xiv. 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.
- xv. Meeting room attendees may not leave children unattended in the library.
- xvi. Group leaders must be familiar with emergency rules.
- xvii. 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.

7. Application and Insurance:

- a) The following statements apply to all organizations or businesses who rent meeting room space.
 - i. A completed Meeting Room Reservation Form needs to be completed and submitted for consideration & space availability review.
 - ii. The application form must be submitted by an authorized representative of the group who will attend the meeting and be responsible for the conduct of the meeting attendees and for any damages.
 - iii. Each application will be reviewed, and the contact person will receive confirmation. The meeting rooms will not be considered scheduled until payment is received, and confirmation is sent.

- iv. The group must furnish adequate insurance for bodily injury and property damage. The insurance certificate must indicate that North Wales Area Library is named as an additional insured on the policy and includes a hold harmless agreement from presenter. Any exceptions must be cleared up by the Library Director and/or the Library Board of Directors. The certificate of insurance should display limits of at least \$500,000 for each occurrence, \$1,000,000 aggregate, and list North Wales Area Library, its board members, employees, and volunteers as additional insured.
- v. Print this page or provide an electronic signature acknowledging the Statement of Responsibility and Insurance and Hold Harmless, below. Scan this page along with the Certificate of Insurance.

Room Reservation Link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=olZ2TGqj60aUpstTaL2DkiESUwLFVcxJp2IjQBKqLIRUQ1RaS1M5WTFZWkc4S1g1UjE2WkpBMEVIMyQIQCN0PWcu>

Room Payment Link:

<https://givebutter.com/NWALRoomRental>

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 requested 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 30 days prior to the meeting. If not received within 30 days prior to the program, the meeting room reservation will be cancelled.

North Wales Area Library
233 S Swartley St
North Wales, PA 19454
215-699-5410
www.northwaleslibrary.org