

Fallsington Library Meeting Room Policy

The Fallsington Library has two meeting rooms available for rental. The first floor meeting room can host up to 25 people and has a small kitchenette and access to a hallway bathroom. The second floor auditorium is 1600 square feet and can host up to 80 people, and has bathroom facilities.

Conditions of Meeting Room use are as follows:

1. The Meeting may be reserved free of charge by any department, subsidiary board or committee of the Township. Study rooms are free to students as available.
2. Any other organization desiring to reserve a Meeting Room for educational, civic, or cultural reasons may be permitted to do so for a fee per session. Sessions are presumed to be three hours or less, and to occur within the Library's operating hours. Exceptions to meeting times may be made with advance notice, and with a \$20.00 key deposit. Rates are listed on the application form at the end of this document.
3. **All advertising must show the following statement, " The Fallsington Library does not endorse or advocate the views of any group using our Meeting Room."**
4. The Library reserves the right to limit the use of the Meeting Room to organizations whose activities do not interfere directly with Library operations, adversely affect public safety or cause public disturbances. Organizations using this room must observe the public accommodation provisions of the Pennsylvania Human Relations Act. (Under which it is unlawful to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, handicap or disability, use of a guide or support animal due to blindness, deafness, or physical handicap or because the user is a handler or trainer of such animals.)
5. Applications shall be submitted in person or by mail to the Director of the Library. A contact person, who shall be at least 18 years of age, shall give his/her name and contact information, along with a brief description of the program or meeting to be held. This person shall sign the application, thereby committing himself/herself to be responsible for the condition of the room and equipment.
6. Reservations should be made at least two weeks in advance for the meeting room and no more than six months in advance. Payment of any applicable fee must be made at least one week in advance or the reservation may be canceled.
7. Applications will be accepted in order of receipt, or in case of conflict, according to following order of priority:
 - a. Library programs and meetings
 - b. Local government meetings/programs
 - c. Meetings of non-profit, educational, civic, or cultural organizations open to public.

d. Activities involving for-profit organizations/businesses

Applications will be reviewed and the contact person will receive confirmation.

Do **not** consider a room scheduled until confirmation is given.

8. Fundraising activities may not be conducted in the meeting rooms.

9. No smoking, gambling, or alcoholic beverages are permitted.

10. Organizations must handle their own room set up and may arrange the furnishings as they wish, as long as furnishings are not at risk of damage. Walls may not be used for mountings or hanging pictures, displays, posters, etc., without prior approval. No candles are permitted. **Room must be returned to original set up after use.**

11. Light refreshments may be served in meeting room. Organization must agree to clean the area after use and to remove all trash/garbage generated at the meeting from the building. Organization is responsible for bringing its own coffee pots, food, beverages, supplies and equipment necessary for serving refreshments.

12. The Library assumes no liability for personal injury, nor responsibility for any property placed or left in the Meeting Room in connection with the meeting and cannot accept material for storage.

13. Notice of cancellation is requested no less than 48 hours prior to the event. The Library is not responsible for costs incurred if a meeting is cancelled due to circumstances beyond the Library's control. If such a closing occurs, the Library will attempt to reschedule or will refund fees paid.

14. Meeting Room capacity may not be exceeded.

15. The Library reserves the right to change this policy as it deems fit and reserves the right to disallow, or revoke permission granted to certain organizations that previously violated Meeting Room rules, or if it is believed that the use of the Room will interfere with Library operations or adversely affect our patrons.

16. If the event includes minors, adult supervision must be provided at all times while on library property.

APPLICATION FOR THE USE OF MEETING ROOM FALLSINGTON LIBRARY COMPANY

DATES REQUESTED: _____

Time: Beginning: _____ Ending: _____ Estimated Attendance: _____

Organization/Business Name: _____

Organization/Business Mailing Address: _____

Telephone: _____ Email: _____

Which Meeting Room are you reserving?

Upstairs auditorium: _____ First floor meeting room: _____

Rental Fee for upstairs Meeting Room for 20 people or less: \$30.00

Rental Fee for upstairs Meeting Room for 21 people or more (maximum capacity is 80 people): \$50.00

Rental Fee for first floor meeting room (hosts up to 25 people): \$15.00

Key deposit (before/ after hours): \$20.00

Purpose of Organization/Business: _____

Purpose of the Meeting: _____

Food may be served, but only in the Meeting Room. No alcoholic beverages.

No smoking.

LIGHT REFRESHMENTS SERVED?

___ Yes ___ No If yes, what kind? _____

Organizations must use the following statement in any advertising: "The Fallsington Library does not endorse or advocate the views of any group using our Meeting Room."

I am the legal representative of the group on whose behalf I have applied. I agree to abide by the Library's policy for the use of the Room and will return the Room to the arrangement in which it was found. In consideration of allowing the use of the Meeting Room at the Fallsington Library, I/we hereby release, discharge, and acquit the Fallsington Library, its officers, employees, agents, successors, and assigns from any and all claims, demands, liabilities, actions and causes of actions the undersigned may have, or have had, or might ever have, for or by reason of any damage, loss, or injury to person or

property or both whether now known or unknown, now existing, arising, or accruing to any member of the undersigned or the undersigned organization or group as a result of the use of the Meeting Room and do hereby voluntarily assume responsibility for all risks and injury to the persons and property of the undersigned and his/its guests.

In witness whereof, the undersigned, acting on their own behalf or as agent for the organization noted above, has placed his /her name this date (print date here): _____

Name: (please print) _____

Authorized Signature: _____

PERMISSION GRANTED ON THE DATE OF: _____

AUTHORIZED by: _____