

## **TOWNSHIP LIBRARY OF LOWER SOUTHAMPTON RULES FOR USING THE MEETING AND STUDY ROOMS**

The Meeting and Conference Rooms of the Township Library of Lower Southampton are intended to promote library programs and services. The Library Board of Directors welcomes individuals, groups and organizations to take advantage of these facilities for use beyond the Library's needs.

### **DESCRIPTION OF FACILITIES:**

1. Large Meeting Room with 7 tables, seating for 80, and hospitality area.  
Access to rest rooms.
2. Two small Study rooms each with 2 tables and 8 chairs. **CURRENTLY UNAVAILABLE FOR MEETINGS (7/2005)** Quiet study only.

### **AVAILABILITY:**

1. All meetings must be held during the Library's hours of operation and must end before the Library closes. Exceptions will include library-affiliated meetings.
2. 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.
3. Any other organization desiring to reserve the Meeting Room for educational, civic, or cultural reasons may be permitted to do so for fee per session. Sessions are presumed to be three hours or less. Rates listed below.
4. **All advertising must show the following statement, "The Township Library of Lower Southampton does not endorse or advocate the views of any group using our Meeting Room."**
5. Meetings held in the library are considered public meetings and open to all wishing to attend, subject to health and safety requirements. Library Staff and Board members may enter meetings freely at any time.
6. **Facilities will be reserved in the following priority:**
  - a. Library sponsored meetings/programs
  - b. Friends of the Library sponsored meetings/programs
  - c. Local government meetings/programs
  - d. Local Non-profit educational, cultural, civic, or social organizations
  - e. Other Non-profit educational, cultural, civic or social organizations
  - f. For-profit organizations/business meetings/programs.

The Library Board shall have the final authority in granting or refusing permission for the use of library facilities and has the right to revise any meeting arrangements and to preempt established arrangements based on the above priority designation. In such instances, the Library will provide reasonable notification to the user.

## PROCEDURES:

1. Applications shall be submitted to the Manager of the Library who will review the application and inform the contact person as to availability. A contact person, directly associated with the group, and 18 years of age or older, shall give his name, address and telephone number, along with a brief description of the program or meeting to be held. This person shall sign the application committing himself/herself to be responsible for the condition of the room.
2. If the event includes minors, adult supervision must be provided at all times while on library property.
3. Reservations should be made at least two weeks in advance for the large 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.
4. No group or organization may meet more than 12 times within a 12 month period.
5. Library meeting room equipment may be used with permission. The organization assumes responsibility for any damage to Library property or equipment during the meeting. Any damages incurred will be billed directly to the sponsoring organization.
6. The organization shall specify if food or beverage is to be served. Smoking is prohibited and no alcoholic beverages may be served. No open flames or heating devices are permitted. The organization must agree to clean the area immediately after use. **(No food is permitted in the Study Rooms or library.)**
7. No decorations, posters, etc. may be affixed to the walls or ceilings. Proposals for any form of decoration must be submitted with the application and approved. Cleanup and disposal is required before the end of the program.
8. 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.
9. The Meeting Room will be available on a standard set-up of chairs and each organization is expected to restore the room to the arrangement in which they received the room.

The Board of Directors reserves the right to change this policy as it deems fit and reserves the right to disallow or revoke permission granted to certain organizations from using the Meeting Room if that organization has violated these rules, or it is believed by the Board that the use of the rooms will interfere with Library operations, adversely affect public safety or cause public disturbance.

ROOM RENTAL FORM

Participating Organization \_\_\_\_\_

Day/Date of event \_\_\_\_\_ Approx. Attendance \_\_\_\_\_

Starting time \_\_\_\_\_ Ending time \_\_\_\_\_

Description of Event \_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Rental Fee Meeting Room for 21 people or more \$50.00

Rental Fee for up to 10 people \$15.00

Rental Fee for 11-20 people \$25.00

Fee paid \_\_\_\_\_

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