

APPLICATION FOR USE OF THE COMMUNITY FACILITIES

WARMINSTER TOWNSHIP FREE LIBRARY
1076 EMMA LANE, WARMINSTER, PA 18974

Phone (215) 672-4362 – Fax (215) 672-3604 (Attention: C. Larsen)

NAME OF ORGANIZATION _____
ADDRESS _____
TELEPHONE _____ EMAIL _____

TYPE AND PURPOSE OF ORGANIZATION _____

NAME & POSITION OF APPLICANT _____
ADDRESS _____
TELEPHONE _____ EMAIL _____

NAME & POSITION OF ALTERNATE _____
ADDRESS _____
TELEPHONE _____ EMAIL _____

FACILITIES REQUESTED:
LARGE COMMUNITY ROOM _____ SMALL CONFERENCE ROOM _____
HOSPITALITY _____

DATE(S) OF MEETING(S) _____

STARTING TIME _____ ENDING TIME _____

ESTIMATED ATTENDANCE _____

PURPOSE OF MEETING _____

PROGRAM (Include topics & names of speakers) _____

EQUIPMENT REQUESTED:
16 MM PROJECTOR _____ OVERHEAD PROJECTOR _____
SLIDE PROJECTOR _____ MICROPHONE _____
VCR _____

FEE (Payable on or before meeting date) _____

I HAVE READ AND UNDERSTAND THE ATTACHED POLICY AND RULES GOVERNING THE USE OF THE FACILITIES REQUESTED.

SIGNATURE _____ DATE _____

PLEASE NOTE: BUILDING ACCESS IS STRICTLY LIMITED TO LIBRARY PUBLIC OPERATING HOURS ONLY. NO ONE MAY ENTER THE BUILDING BEFORE THE LIBRARY IS OPEN TO THE PUBLIC AND ALL GROUPS MUST COMPLETELY EXIT THE COMMUNITY FACILITIES 5 MINUTES PRIOR TO LIBRARY CLOSING. THESE TIMES WILL BE STRICTLY ENFORCED AND VIOLATIONS WILL RESULT IN FINES AND/OR DENIAL OF FUTURE USE OF THE FACILITIES. MEETING ROOM KEYS WILL BE GIVEN ONLY TO THE AUTHORIZED APPLICANT OR ALTERNATE. PLEASE SEE THE ATTACHED RULES.

COMMUNITY ROOM POLICY
WARMINSTER TOWNSHIP FREE LIBRARY
1076 EMMA LANE, WARMINSTER, PA 18974

The community facilities of the Warminster Township Free Library are intended primarily as a means of providing the best possible library programs and services. The Library Board encourages groups and organizations to take full advantage of these facilities for use beyond the Library's needs.

A. Description of facilities:

1. Large meeting room with access to rest rooms
Capacity: maximum 90 – minimum 3
2. Hospitality (kitchen area)
3. Small conference room
Capacity: maximum 15 – minimum 3

The community facilities in the Library are designed to meet the general needs of education and cultural programming, including activities such as discussion groups, panels, lectures, concerts of small ensembles, film shows, storytelling, and public gatherings of a civil nature. The hospitality (kitchen) area is not available automatically with the use of either the large meeting room or the small conference room. These hospitality facilities must be specifically requested.

With proper notice the Library's audiovisual equipment may be used if it is available and if a trained operator is provided by the group.

B. Availability of facilities:

1. The facilities are available to any organized not-for-profit group whose purpose is not illegal or whose conduct is not objectionable or incompatible with the facilities.
2. The community facilities are available only during those hours in which the Library is open to the public.
3. Priority of use:
 - A. Library sponsored programs.
 - B. Groups of an educational, cultural, or civic nature.
 - C. Other than the above at the librarian's discretion.

Within each priority category, facilities will be assigned in the order of receipt of the application in writing. Recurring reservations will be accepted for no more than one year at a time. New application forms are sent in the summer to groups using the facilities on a continuing basis. Each application will be recorded as it is received to ensure a current contact file.

4. The Library reserves the community facilities each Thursday for Library sponsored events. While reservations may be accepted on an occasional basis for Thursday, it must be with the understanding that the Library reserves the right to cancel the meeting if necessary. If the Library requires the use of the community facilities on a day other than Thursday, as a last resort, a previously scheduled group may be canceled.

C. Fees and fines

1. Fees for the use of the community facilities are charged according to the guidelines set forth in the Community Room Rules.
2. Fines for violation of the Community Room Policy or Community Room Rules are charged according to the guidelines set forth in the Community Room Rules.

COMMUNITY ROOM – GENERAL RULES
WARMINSTER TOWNSHIP FREE LIBRARY
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- A. Meeting Rooms**
1. **Large Meeting Room: Minimum 3 – Maximum 90**
 2. **Small Conference Room: Minimum 3 – Maximum 15**
 3. **If the minimum is not met, the meeting may be canceled and the contract considered void.**
- B. Application**
1. **Each group must completely fill out an Application for Use.**
 2. **The person signing the application (or the alternate) is responsible for the room and the restroom/closet key.**
 3. **The person signing the application (or the alternate) must be present during the scheduled meeting.**
- C. Rental fees**
1. **Large Meeting Room: \$15.00**
 2. **Small Conference Room: \$ 5.00**
 3. **Rental fees must be paid prior to or at the time of the meeting.**
 4. **Use of the audiovisual equipment must be requested on the Application for Use; the group must provide a trained operator at the time of the meeting.**
 5. **The hospitality (kitchen) area must be specifically requested when completing the Application for Use and must be completely cleaned up prior to exiting the community facilities.**
 6. **Groups excluded from rental fees:**
 - a. **Literacy tutor/students.**
 - b. **Township & union groups.**
 - c. **Other than the above at the librarian's discretion.**
- D. Hours of use**
1. **The community facilities are available only during the posted Library public operating hours.**
 2. **No one may enter the building before the Library is open to the public (this includes program set-up and restroom/closet key pick-up).**
 3. **All groups must completely exit the community facilities five (5) minutes prior to Library closing (this includes program clean-up and return of restroom/closet key).**
 4. **Any groups who do not completely exit the community facilities five (5) minutes prior to Library closing will be fined as follows:**
 - a. **\$25.00 for the first fifteen (15) minutes.**
 - b. **\$25.00 for each additional fifteen (15) minute increment.**
 - c. **The third meeting at which this rule is violated will result in denial of future community room privileges.**
 5. **Failure to return the restroom/closet key when exiting the community room will result in a \$25.00 fine. The second violation will result in a \$50.00 fine. The third violation of this rule will result in denial of future community facility privileges.**
 6. **Notice of fines will be sent to the applicant on the Application for Use by the community room supervising librarian and must be paid before the next scheduled meeting or within thirty (30) days of the date of the notice, whichever is earlier.**
 7. **Failure to pay fines in a timely manner will result in loss of community facility privileges.**

- E. Parking**
 - 1. The Library parking lot (with the exception of handicapped attendees) is primarily for Library patrons and not those using the community facilities.
 - 2. Groups may use the Log College Middle School lot next to the library (there are steps leading from this lot to the large meeting room door).

- F. Sponsorship of minors**
 - 1. Groups of individuals under eighteen (18) years of age must be sponsored by an adult
 - 2. The sponsoring adult must sign the application form, be present at the sponsored function, and assume responsibility for the group.

- G. Miscellaneous rules**
 - 1. Smoking, private parties, and alcoholic beverages are strictly prohibited.
 - 2. No decorations, posters, etc., may be nailed, taped or otherwise affixed to the walls or ceilings. Proposals for any form of decoration must have the prior approval of the community room supervising librarian and must be completely removed before vacating the community facilities.
 - 3. Additional furniture or equipment is not permitted without the prior approval of the community room supervising librarian and must be completely removed before vacating the community facilities.
 - 4. Groups are required to do their own clean-up. Rooms, furnishings, and equipment are to be returned to an “as found” condition prior to vacating the community facilities. Failure to do so may incur a fine or loss of future use of the rooms at the discretion of the community room supervising librarian.
 - 5. Thursday is held aside for Library programs. While reservations may be accepted on an occasional basis for Thursday, it must be with the understanding that the Library reserves the right to cancel the meeting if necessary.
 - 6. If the Library requires the use of the community facilities on a day other than Thursday, as a last resort, a previously scheduled group may be canceled.
 - 7. Groups may not leave any materials in the community facilities. The Library cannot be responsible for materials left behind.
 - 8. Failure to comply with any of the miscellaneous rules may result in fines being issued at the discretion of the community room supervising librarian.
 - 9. Notice of fines will be sent to the applicant listed on the Application for Use by the community room supervising librarian and must be paid before the next scheduled meeting or within thirty (30) days of the date of the notice, whichever is earlier.
 - 10. Failure to pay fines in a timely manner will result in loss of community facility privileges.