

## **Bucks County Free Library Meeting Room Policy**

The Bucks County Free Library provides meeting room space for Library programs and other meetings and programs of an informational, educational, civic or cultural nature. Conditions of meeting room use are as follows:

1. A Meeting Room or Conference Room may be reserved free of charge by any non-profit educational, civic or cultural organization which does not charge and is open to the public. If a non-profit organization collects a fee, tuition or any other form of charge for the event or session, a fee will be assessed. Fee covers costs of electricity, heat/ventilation, and cleaning. **The Library welcomes and appreciates all monetary donations for the use of the meeting room.**
2. Any for-profit organization that desires to use the Meeting Room or Conference Room for educational, civic or cultural reasons, may be permitted to do so for a fee per event or session. It must comply with all of the rules. Meetings must be open to all members of the public free of charge. **All advertising must show the following statements, "Bucks County Free Library does not endorse or advocate the views of any group using our Meeting and Conference Rooms".**
3. Publicity for meeting should clearly state the organization is the SPONSOR of the meeting and Library is the LOCATION. Granting use of its meeting rooms does not imply approval by the Library of the group, the meeting, or the ideas presented at the meeting.
4. Meeting rooms are not available for private functions. These functions include, but are not limited to, parties, family reunions, weddings or receptions.
5. The Board reserves the right to limit the use of the Meeting or Conference Rooms to organizations whose activities do not interfere directly with Library operations, adversely affect public safety or cause public disturbances. Organizations using these Rooms 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.]
6. Applications shall be submitted in person or by mail to the Manager of each Library. A contact person, who shall be at least 18 years of age, shall give his/her 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 and equipment.
7. Reservations for a room may be made beginning in August for the next calendar year. Reservations should be made at least one week in advance. No group may meet more than 12 times within a 12-month period. Payment of any fees must be made at least one week in advance or the reservations may be cancelled.
8. 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

- Meetings of non-profit, educational, civic, or cultural organizations open to public
- c. Activities involving for-profit organizations/businesses

Applications will be reviewed and contact person will receive confirmation. Do **not** consider a room scheduled until confirmation is given.

9. There shall be no fundraising activities conducted during meetings, with the exception of the Friends of the Library or Library-related organizations. Non-profit organizations need advance permission to fundraise from the Branch Manager and Assistant Director.
10. No smoking, gambling, or alcoholic beverages are permitted.
11. Library equipment may be reserved. A fee will be assessed as noted on Meeting Room application. The organization assumes responsibility for any damage to Library property or equipment during scheduled meeting. Any damage will be charged to the sponsoring organization. Library staff is not available to operate equipment.
12. Organizations 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., unless there is a designated place to do so. No candles are permitted. **Room must be returned to original set up after use.**
13. Light refreshments may be served in meeting room only, *not* smaller conference rooms. A \$20 custodial/refreshment fee is charged. 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. No red or dark punch may be served.
14. Library assumes no responsibility for any property left in the Meeting and Conference Rooms. Library does not provide storage for any group. Library does not provide porter service.
15. Notice of cancellation is requested no less than 48 hours prior to the event. 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.
16. Meeting Room and Conference Room capacities may not be exceeded. See application for individual Library capacities.
17. Meetings must be held during Library's hours of operation and shall end before Library closes. A Library staff member must be present in the building when Meeting/Conference rooms are in use.
18. 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 that previously violated Meeting Room/Conference Room rules, or if it is believed by the Board that the use of the Rooms will interfere with Library operations or adversely affect public safety.