



## **Huntingdon Valley Library**

### **Meeting Room Policy**

**Effective: January 1, 2016**

**Approved by the Board of Trustees: November 12, 2015**

Approved as amended January 14, 2016; Amended November 10, 2016

Huntingdon Valley Library provides the use of its meeting room facilities to businesses, organizations and individuals for educational and recreational purposes. Facilities are available to the community consistent with the Library's mission to provide a vibrant welcoming environment where everyone will engage, explore and enjoy. The use of Library facilities does not constitute the Library's endorsement of viewpoints expressed by the users, and any advertisement or announcement implying such endorsement is prohibited.

The Huntingdon Valley Library provides meeting rooms and space for organizations engaged in educational, cultural, intellectual or charitable activities. In accordance with the American Library Association's Library Bill of Rights Article VI, facility use is made available to the public "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use". The Huntingdon Valley Library does not endorse organizations that use the meeting rooms.

The use of the Community Room/Meeting Room(s) is a privilege and not a right and is subject to the Library's sole and exclusive discretion.

While every effort will be made to approve requests for meeting space, library programs will take precedence.

The Library has two rooms available for rent: 2<sup>nd</sup> Floor Community Room (capacity: 150) and the 1<sup>st</sup> Floor Friends Learning Lab (capacity: 30 in chairs, 64 on the floor and 24 on stairs).

These guidelines and policies attempt to provide fair and equitable access to the Huntingdon Valley Library facilities by balancing the needs of the community with those of the Township and Library.

#### Eligible Meeting Room Users

- Priority Users of the meeting room facilities are:
  1. Lower Moreland Township for Township-wide activities, official activities and/or meetings
  2. Huntingdon Valley Library and affiliated groups
  3. Regular users of the library's meeting rooms
  4. Other meetings or programs
- When it is necessary to preempt the booking of another organization, the library will contact the organization as soon as possible and the rental fee will be reimbursed.
- Individuals from the Township applying to use the room may request an insurance waiver from the Library Director.
- All fees are payable to the Huntingdon Valley Library, and are due at the time of application.
- Funds will be returned in the event that the application is not approved.
- Any dispute resulting from a denied application for use of the multi-purpose room, negligent use of the multi-purpose room, or any other meeting room issues will be decided by the Library Director, who will report to the Board at its next meeting any such controversy and its resolution.

- **Non Fee Basis:**  
The Library may permit the use of library facilities and meeting rooms on a non fee basis to Lower Moreland township groups or residents for infrequent and/or informal meetings as determined by the Library Director.
- **Fee Basis:**  
The Library may permit the use of library facilities and meeting rooms on a fee basis to groups which do any of the following:
  - Charge an admission fee or a required donation for activity;
  - Restrict admission on the basis of membership;
  - Use the facility after hours of operation.

<b>Fees:</b>	<b>Township Resident</b>		<b>Non-Resident</b>	
	Nonprofit	For-profit	Nonprofit	For-profit
<b>Community Room</b>	\$35 / 4 hrs	\$75 / 4 hrs	\$50 / 4 hrs	\$100 / 4 hrs
Each hour after 4th	\$10	\$25	\$25	\$25
Kitchen flat fee	\$50	\$50	\$75	\$75
<b>Friends Learning Lab</b>	\$35 / 4 hrs	\$50 / 4 hrs	\$45 / 4 hrs	\$75 / 4 hrs
Each hour after 4th	\$10	\$15	\$20	\$25
Technology flat fee	\$30	\$30	\$50	\$50

#### Using the Meeting Rooms

- Meeting Rooms may be reserved no more that ninety (90) days in advance.
- Meeting rooms may not be reserved for more than a 4-hour block without the written permission of the Library Director.
- Requests for use of either room are to be made at least one (1) week in advance by completing an application packet, available on the library’s website, and submitting it to the Director or Assistant Director. All requests will be reviewed in the order of receipt of the signed and completed application packet. The packet includes:
  - Application Form
  - Release Form
  - Insurance Certificate or request for a waiver
- Cancellation requires 24-hour notice, with the exception of inclement weather. In the event of a weather-related closing, the library will not remain open to accommodate meeting room use. The organization/business is responsible for checking the library’s website and/or telephone greeting for news of a weather-related closing, and for notifying its members/guests that the event has been cancelled.
- Unless allowed by the Director, gatherings may be scheduled only during regular library hours of operation. All meetings should conclude 15 minutes prior to the library’s closing time and all attendees must exit by the library’s normal closing time.
- The Library Director, at his/her discretion, may allow use of the Community Room when the library is closed.
  - Keys and the key fob for after-hour use of the Community Room can be picked up at the Circulation Desk during regular business hours.
  - Key fob and key will unlock doors on the lower level entrance and at the top of the stairs.
  - **The key deposit: \$100**

- The use of the catering kitchen in the Community Room will be allowed with prior approval; the kitchen is located adjacent to the Community Room, in the foyer. The kitchen offers counter-top space, a sink, refrigerator, dishwasher and microwave oven (no oven or stove top). Users are responsible for cleaning and restoring the kitchen after each function. **Additional fees apply.**
- The use of technology in the Friends Learning Lab will be allowed with prior approval. Additional fees apply.
- Any organization/business using library meeting room space assumes responsibility for any damage to library property. This includes but is not limited to tables, chairs, computers, and AV equipment used in these rooms.
- Groups agree to be responsible for the costs of any and all security measures required to ensure the protection of program attendees, the public and Library assets or staff. These costs will include but are not limited to security personnel or other measures necessary for the protection of the Library.
- Meeting rooms must be left debris-free after each function. Users must address any spills, food refuse must be sealed in plastic trash bags and removed to the outdoor dumpster, and table tops must be clean. **Janitorial fees**, if any occur, **shall be the responsibility of the user.**
- The library staff is not at the disposal of the group. It is the responsibility of the user organization/business to provide any necessary equipment if it is not available in the meeting rooms.
- The group must make its own arrangements for a technologist and audiovisual equipment not available in the Library, and is responsible for any library equipment used.
- The organization/business is responsible for room set up, including tables and chairs.
  - The Community Room has 120 chairs and several tables, a PA system and retractable projection screen. All other equipment is to be provided by the user.
  - The Friends Learning Lab has 30 chairs and several tables, a podium, an AV system and retractable projection screen.

#### Room Guidelines:

- Consumption of alcoholic beverages, smoking, gambling, and illegal drugs are strictly prohibited in any area of the Library.
- The User agrees to comply with all other rules applicable to patrons of the Library.
- The Library is not responsible for lost, damaged or stolen articles.
- The library reserves the right to limit use to those organizations/businesses whose activities will in no way interfere with normal library operations or programs.
- The library's board of directors reserves the right to revoke permission to use the meeting rooms.
- Attendance at meetings is limited to the capacity permitted by the Fire Code, as follows:
  - Community Room: 150
  - Friends Learning Lab:  
Floor: 64 and Stairs: 24
- Each group is responsible for its own publicity. Any printed publicity must include the statement "This program is not sponsored by the Huntingdon Valley Library." Publicity must not include the library telephone number.
- The name, address, and phone number of all sponsoring organizations/businesses must appear on the application form and contact information on any flyers or advertisement.
- No decorations may be attached to ceilings, walls, or woodwork.

- **The organization/business must furnish adequate insurance against bodily injury and property damage. The insurance certificate must name the Lower Moreland Township, Huntingdon Valley Library, its board members, employees and volunteers as additional insured on the policy. Any exceptions to this requirement must be cleared with 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 and \$1,000,000 in the aggregate.**
- Organizations/businesses that reserve and use the Community Room or Friends Learning Lab are subject to the scrutiny of the library staff at all times and agree to abide by any and all policies and procedures implemented by the Huntingdon Valley Library.
- Any violation of the terms enumerated above shall be sufficient cause for revocation of permission to use the facilities, and denial of any future request.

The Meeting Room Application form must be completed and submitted to begin the room reservation process. Thank you.

1. INDEMNIFICATION/HOLD HARMLESS BY USER: To the maximum extent permitted by law, User agrees to defend, indemnify, hold harmless, release and forever discharge the Huntingdon Valley Library and Lower Moreland Township from and against any and all of the following:

A. Any and all claims, suits, actions and causes of actions for accidents, illness, injuries to or death of persons, workers compensation claims, of loss of or damage to property of any kind, economic and non-economic damages, insurance deductibles and reasonable attorneys' fees and litigation expenses, court costs that may directly or indirectly arise from or relate to any matter covered by this Agreement, that the Library, Township or any of the Indemnified Parties may incur, suffer of sustain, or become obligated for as a result of any act or omission by the User or the Personnel acting pursuant to this Agreement, or any third party (including, without limitation, licensees, trespassers or business invitees), except to the extent that those claims, actions, suits, damages, losses, causes of action, costs, expenses and liabilities arise from the gross negligence or other tortious or wrongful act or omission of the Library, Township and/or the Indemnified Parties; and

B. Loss or damage of any kind resulting from User's failure to comply with any provision of this Agreement, or of any federal, state or local law or applicable regulation Library or Township Property.

In the event of any personal injury, bodily injury, death, illness, of loss or damage or claim or claims therefore arising from User's use of the Library or Township Property, User shall give immediate written notice thereof to the Library and the Township. User agrees that the Library and Township may have attorneys of its own choice prepare and conduct its defense and that the User will pay all reasonable costs of defense of the Library and Township in any such action, including the fees of attorneys of the Library and Township's choice.