Huntingdon Valley Library
Meeting Room Policy
Effective: October 1, 2023
Approved by the Board of Trustees: August 10, 2023

The Huntingdon Valley Library provides the use of its meeting room facilities to businesses, organizations and individuals as detailed in this Meeting Room Policy document. 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 and may result in cancellation of the room use.**

The Huntingdon Valley Library provides meeting rooms and space for organizations engaged in educational, cultural, intellectual or charitable activities. In general 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 Library reserves the right to charge different fees or prioritize use based on categories of users including those associated with Lower Moreland Township through residency or with it being the primary location of organization or business operation.

The use of Meeting Rooms is a privilege and not a right and is subject to the Library's sole and exclusive discretion.

Meeting rooms are not available to be used for any of the following:

1. For purposes prohibited by Township ordinance, by state or federal law, or by Library Rules and Regulations.
2. For commercial advertising, direct solicitation or sales to clients or customers.
3. For fundraising not directly controlled and operated by an IRS 501c3 organization.
4. For events which directly profit the business of a commercial organization or individual.

The Library has two rooms available for rent: 2nd Floor Community Room (max capacity: 150) and the 1st Floor Friends Learning Lab (max capacity: 64). Maximum capacity may be impacted by room set up including tables and chairs.

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

Eligible Meeting Room Users

- Priority Users of the meeting room facilities are:
    1. Lower Moreland Township for Township-wide activities and official meetings
    2. Huntingdon Valley Library and Friends of HV Library
    3. Other meetings or programs based on existing reservations and applications
- When it is necessary to preempt the booking of another organization, the library will contact the organization as soon as possible and rental fee and deposits will be reimbursed.
- Individuals who are Lower Moreland Township residents applying to use a room for a family social gathering may request an insurance accommodation from the Library Director.
- Applicants must be 18 years old or older.
- After contacting the Library to check for room availability on a specific date and time, application must be made including all fees payable to the Huntingdon Valley Library in order to reserve a room.
- 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 after will report to the Library Board of Directors at its next meeting any such controversy, its resolution or request Board action.
- The Library waives meeting room fees as follows:
    - Fees are waived for Friends of Huntingdon Valley Library and Lower Moreland Township government activities.
    - The Friends Leaning Lab, if available, may be reserved at no charge for Zoom Interviews not lasting longer than 1 hour.
    - Library employees may occasionally open the Friends Learning Lab for walk-in quiet or group study at their discretion. For security reasons, the Community Room will not be made available for this purpose.

Definitions:

Individual – a person renting for a private social, recreational or educational purpose.
Nonprofit – a federal 501c3 organization or PA charitable organization.
Business – any individual, organization or entity not specifically defined above.
In Township – a resident or an organization or business located in Lower Moreland Township.
Out of Township – person, group or entity not residing or located in Lower Moreland Township.
Meeting Room User – any individuals, organizations or businesses listed as responsible for using the meeting room as listed on the approved application.

Meeting Room Fees:

	In Township				Out of Township		
	Individual	Nonprofit	Business		Individual	Nonprofit	Business
Community Room	$50 / 2hrs	$75 / 2hrs	$100 / 2hrs		$150 / 2hrs	$125/ 2hrs	$200 / 2hrs
Extra time	$25 / hour	$30 / hour	$35 / hour		$50 / hour	$30 / hour	$75 / hour
Learning Lab	$30 / 2hrs	$50 / 2hrs	$75 / 2hrs		$50 / 2hrs	$40 / 2hrs	$100 / 2hrs
Extra time	$10 / hour	$15 / hour	$30 / hour		$15 / hour	$20 / hour	$25 / hour
Tech fee	$0 flat	$10 flat	$20 flat		$30 flat	$30 flat	$30 flat

Food, Beverage or Craft Deposit - $100
Any meeting room use that will provide or otherwise allow food, beverages or crafts will require a $100 dollar deposit. Deposit will be returned after inspection of facility by library staff and reported that it has been completely returned to its pre-event state.

Using the Meeting Rooms

- Meeting Rooms may be reserved no more than ninety (90) days in advance.
- Meeting Rooms may be reserved no more than 2 times per month up to a total of 12 meeting room uses per year.
- 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 meeting 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 along with all fees and deposits to the Director or Assistant Director. All requests will be reviewed in order of receipt of a signed and completed application packet. The submitted packet must include:
    - Application Form – submitted form will hold the room for 24 hours
    - Release Form
    - Proof of insurance or qualified request for an insurance accommodation.
    - Payment of applicable room fees and deposits – Room is considered reserved when all fees have been paid.
- Cancelation 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 canceled.
- Gatherings must be scheduled only during regular library hours of operation. All meetings must conclude 15 minutes prior to the library's closing time to assure all attendees have safely exited the building 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.

- o Key fob and key will unlock doors on the lower level entrance and at the top of the stairs.
  - o **Key deposit: $100**
- The Community Room foyer offers a simple catering prep area including a counter-top space, a sink, refrigerator, dishwasher and microwave oven (no oven or stove top). Users are responsible for cleaning and restoring the catering foyer after each function. **An additional deposit of $100 applies to any meeting room use that provides or allows food, beverages or crafts.**
- 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. Failure to leave the room clean and debris-free will result in forfeiture of the deposit and will jeopardize future use of meeting space.
- The use of technology in the Friends Learning Lab may be allowed with prior approval and an additional fee.
- Meeting Room User assumes responsibility for any damage to library property. This includes but is not limited to tables, chairs, computers, and AV equipment in these rooms.
- Meeting Room User agrees to be responsible for the costs of any and all security measures required to ensure the protection of program attendees, the public, Library staff and assets. Security may be required by the Library Director as a condition of acceptance of a meeting room use along with proof of security measures to be undertaken.
- The library staff is not at the disposal of meeting room users. It is the responsibility of the meeting room user to provide any necessary equipment if it is not available in the meeting rooms.
- Meeting Room Users must make their own arrangements for a technologist and audiovisual equipment not available in the Library, and are responsible for any library equipment used.
- Meeting Room User is responsible for room set up, including tables and chairs.
  - o The Community Room has 150 chairs and 5 card tables, 10 square tables, 8 6ft tables, a basic PA system and retractable projection screen. All other equipment is to be provided by the user.
  - o The Friends Learning Lab has 33 chairs and 4 card 6 6ft folding tables, a podium, an AV system, ceiling mounted projector and retractable projection screen.

Room Restrictions

- Consumption of alcoholic beverages, smoking, gambling, and illegal drugs are strictly prohibited in any area of the Library, inside or outside of the building.
- Meeting room users agree 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 meeting room users whose activities will in no way interfere with normal library operations or programs.

- The Library Director has the authority and right to revoke permission and cancel meeting room use prior to or during an event. Upon a report by the Library Director, the Library Board of Directors reserves the right to permanently revoke permission to use the meeting rooms and/or pursue all available legal remedies for any damages to library property.
- Attendance at meetings is limited to the capacity permitted by the Fire Code as follows:
    o Community Room: 150
    o Friends Learning Lab: 64
- Meeting Room User is responsible for its own publicity. Any publicity must include the statement "This program or event 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.
- Meeting Room User must furnish adequate insurance against bodily injury and property damage. The insurance certificate must name Lower Moreland Township, Huntingdon Valley Library, its board members, employees and volunteers as additional insured on the policy, and include a hold-harmless agreement from the issuer. 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.
- A Meeting Room User that reserves and utilizes meeting space is subject to the scrutiny of library staff at all times and agrees 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.