

## COMMUNITY ROOM POLICY

Approved: April 18, 2016

Next Review: April 2018

The Board of Trustees welcomes the use of the Community Room by community organizations, subject to the following rules:

1. The Community Room may be reserved free of charge by any non-profit educational, civic or cultural organization that does not charge for attendance; however, donations will gladly be accepted. If a non-profit organization collects an advance registration fee, tuition or collects any other form of charge for attendance, a \$25.00 fee will be charged per use. Any for-profit organization which desires to use the Community Room may be permitted to do so for a fee of \$50.00 per use. Individuals may reserve the room for a privately sponsored function, whether it is a closed private event or open to the public, for a fee of \$50.00. If a group or individual wishes to use the room multiple times within a four-week time span, see the Library Director for an adjusted rate. The room is not available for use on a continuous weekly basis.
2. The Board reserves the right to limit use of the Community Room to organizations or individuals whose activities do not directly or indirectly interfere with library operations, adversely affect public safety or cause public disturbances. Organizations and individuals hosting public events 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."
3. Reservations shall be submitted to the Office Manager of the library. Each applicant shall designate a responsible person who shall be present during the function in the Community Room. This person shall give his or 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 them to be responsible for the condition of the room. The applicant is responsible for notifying the library of cancellation at least two weeks in advance.
4. Reservations will be accepted in order of receipt on a rolling three months basis.
5. Only library-related organizations may conduct public fundraising activities on the library premises.
6. Attendance at meetings is limited to 49 persons by order of the Fire Marshall. Seating arrangement accommodates 40.
7. Pennsylvania law prohibits smoking.
8. Alcoholic beverages are prohibited except for library-sponsored functions.
9. Library equipment may not be used without permission from the Office Manager. The organization assumes responsibility for any damage to library property or equipment during the meeting. Any damages to library property will be billed directly to the sponsoring organization.
10. If refreshments will be served, a non-refundable fee of \$35.00 per function is charged. The organization or individual must agree to clean the area immediately after use and to remove all refuse generated at the meeting from the building. Any organization or individual serving food will be responsible for bringing their own supplies and equipment necessary for serving refreshments.
11. Any decorations should be attached only to metal, doors, or glass using tape. Tape should not be applied to painted surfaces. All tape residue must be removed.

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12. The library assumes no responsibility for any property placed in the Community Room in connection with the meeting.
13. Publicity for the meeting should state clearly that the organization or individual is the SPONSOR of the meeting and the library Community Room is the LOCATION. The Board of Trustees of the Lower Providence Community Library does not endorse or seek to promulgate the objectives of any organization or individual utilizing the Community Room. Library Staff will not be responsible for telephone or other inquiries about your organization or meeting.
14. Meetings must be identified (on the application form) whether they are open to the public or private. Any public advertising of any meeting immediately requires that the meeting be open to the public.
15. The Lower Providence Community Library shall not be liable for any direct or consequential loss or damage which results from delay, late receipt of or missing materials or equipment, electric failures, circumstances beyond its control such as Acts of God, as well as from any cause or reason whatsoever.
16. The Community Room will be available with tables and chairs stacked along the wall and each organization or individual is expected to restore the room to this format. All meetings must end in time to ensure that the user returns the room to the original condition and VACATES THE ROOM 15 MINUTES BEFORE LIBRARY CLOSING TIME.
17. The Community Room can only be used during library operating hours:
  - Monday through Thursday: 10 am to 8:30 pm
  - Friday and Saturday: 10 am to 5 pm
  - Sunday: 1 – 5 pm

Summer Hours (July through August)  
Monday through Thursday: 10 am to 8:30 pm  
Friday: 10 am to 5 pm  
Saturday: 10 am to 2 pm
18. The Board of Trustees reserves the right to change this policy from time to time as it deems fit and reserves the right to disallow, or revoke permission granted to, certain organizations or individuals from using the Community Room on a case-by-case basis if that organization has previously violated these rules or if it is believed by the Library Director that the use of the Community Room will interfere with library operations, adversely affect public safety or cause public disturbances.
19. INDEMNIFICATION/HOLD HARMLESS BY USER:

To the maximum extent permitted by law, User agrees to defend, indemnify, hold harmless, release and forever discharge the Lower Providence Community Library and Lower Providence 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

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or relate to any matter covered by this Agreement, that the Library, Township or any of the Indemnified Parties may incur, suffer or 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.

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Capacity of the Library's Community Room is limited to 49 people by the Lower Providence Fire Marshall. The Community Room has seating capacity available for a maximum of 40 people.

To reserve meeting space, complete this form and return to:  
Sandy Grady, Office Manager  
Lower Providence Community Library  
50 Parklane Drive  
Eagleville, PA 19403  
610-666-6640 ext. 6  
FAX: (610) 666-5109  
[SGrady@mclinc.org](mailto:SGrady@mclinc.org)

**LIBRARY HOURS:**  
Monday-Thursday: 10 am - 8:30 pm  
Friday & Saturday: 10 am – 5 pm  
Sunday: 1 – 5 pm  
**SUMMER HOURS CHANGES**  
(July & August)  
Saturday: 10 am – 2 pm  
Sunday – Closed

ALL FEES ARE DUE AT TIME OF APPLICATION

DATE(S) OF MEETING: \_\_\_\_\_ TIME OF MEETING: start \_\_\_\_\_ end \_\_\_\_\_

CONTACT PERSON AND TITLE: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

ALTERNATE CONTACT and PHONE: \_\_\_\_\_

TYPE OF ORGANIZATION (please check)  
 For-profit  Nonprofit (IRS 501c(3))  Unincorporated community group  Individual

WILL/WAS THE MEETING ADVERTISED YES  OR NO

IS THIS MEETING OPEN TO THE PUBLIC  OR PRIVATE   
(NOTE: All advertised meetings are open to the public)

DESCRIPTION OF MEETING: \_\_\_\_\_

REFRESHMENTS SERVED  NO  YES (\$35 FEE)

NUMBER OF PERSONS EXPECTED TO ATTEND: \_\_\_\_\_

PLEASE READ AND SIGN

I have read the policy regarding use of the Lower Providence Community Library Community Room and agree to comply with the policy. I also agree to designate a responsible person who will be present during the function in the Community Room.

SIGNATURE: \_\_\_\_\_

*Library Staff will not be responsible for telephone or other inquiries about your organization or meeting.*

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FOR OFFICE USE ONLY: Date Approved \_\_\_\_\_ By: \_\_\_\_\_

Payment Received:  Yes  No  Not applicable