



POLICIES»

MEETING ROOMS

The Board of Trustees of the Tredyffrin Township Libraries invites community organizations and businesses to make use of the meeting rooms in both library buildings in accordance with the following terms and conditions:

1. In scheduling use of the rooms, preference shall be given to library programs.
2. Application for use of a meeting room shall be submitted for approval to the Library Director/Branch Manager or their designee. Reservations will be accepted up to three months in advance.
3. In order to make the facilities widely available to the community, ongoing use of the libraries' meeting rooms is subject to approval by the Board of Trustees.
4. Organizations are classified into two categories throughout this policy, Not-for-Profit and For-Profit. The Library Director/Branch Manager or their designee shall decide whether an applicant qualifies as Not-For-Profit or For-Profit based on the following criteria:
 - A. Not-for-Profit: A group of people formed as separate organizations and which have as stated purpose some charitable, benevolent or civic purpose either in regards to the public at-large or to the common interests of the members. These organizations are operated as nearly as possible at cost or on a cost-recovery basis; and they are organizations not seeking profit and which do not disgorge excess income to their members, in the form of dividends or otherwise.
 - B. For-Profit: All other organizations.
5. Hourly rental fees for reserved use of the meeting rooms are as follows at Tredyffrin Public Library (TPL) and Paoli Library (Paoli); full payment is due prior to the start of the event.

Room	Capacity	Not-for-Profit	For-Profit
TPL Conference Room	20	\$10/hour	\$30/hour
TPL Tyler Hedges Room (Children's programs only)	40	\$10/hour	\$30/hour
TPL Public Meeting Room	130	\$20/hour	\$50/hour
TPL Tutoring Rooms (2)	4-5	No charge: Volunteer Tutors	\$15/hour: Paid Tutors
TPL Computer Lab	12	\$50/hour	\$100/hour
Paoli Meeting Room	20	\$10/hour	\$30/hour

6. Rooms are available for volunteer tutors and may be booked up to two weeks in advance at no charge. Paid tutors are treated as For-Profit organizations.
7. The meeting rooms will be available during normal library hours. Groups are responsible for setting up the room in advance of their meeting, and for leaving the premises in the

condition in which they were found. Groups using the meeting rooms in the evening must exit the building by library closing time.

8. The library reserves the right to limit the use of these rooms to those organizations whose activities in no way interfere with normal library operations. Preference is given to meetings which are open to the public.
9. Use of library kitchens will be allowed for light refreshments only. Groups should bring their own serving dishes and coffee-making equipment. Details of kitchen resources available upon request.
10. The library has a selection of technology resources available for use. (See "Technology Resources Available," attached as an addendum to this policy.) The availability of some items is subject to change and the use of some items is restricted by the requirement that library personnel must be present to operate these items. Applicants requesting rental or use of the TPL Computer Lab must attend on-site training in the operation of Lab equipment prior to using the Lab.
11. Groups must abide by all established library policies.
12. Alcoholic beverages are permitted only with the written prior approval of the Tredyffrin Township Manager.
13. The Trustees reserve the right to revoke permission to use the meeting rooms.
14. Any group holding meetings assumes responsibility for damage to library property and for leaving the facilities in good order. Damage must be reported to the Library Director/Branch Manager.
15. Any individual making application in his or her own name or in an organization's name for use of a meeting room will be responsible for the meeting room and the conduct of the persons attending the meeting. Contact information shall be provided by the applicant in case a closure of the building due to unforeseen circumstances is necessary.
16. Publicity for the meeting should state clearly that the organization is the SPONSOR of the meeting and the library meeting room is the LOCATION. The Board of Trustees of the Tredyffrin Township Libraries does not endorse or seek to promulgate the objectives of any organization utilizing the meeting room. Library staff will not be responsible for telephone or other inquiries about your organization or meeting.
17. Tredyffrin Public Library, Paoli Library, their employees and agents, the Board of Trustees of the Tredyffrin Township Libraries, and the Township of Tredyffrin shall not be liable to any group, organization, or person attending a meeting in the library. Such group, organization, or person, jointly and severally, hereby agrees to, and shall, indemnify and hold harmless the Tredyffrin Public Library, Paoli Library, their employees and agents, the Board of Trustees of the Tredyffrin Township Libraries, and the Township of Tredyffrin from any and all claims, suits, damages, losses, or injuries which they may sustain, or are alleged to have sustained, while using a meeting room, including, without limitation, use of a meeting room, kitchen, restroom facilities, and means of egress and ingress to the library buildings and the meeting rooms.

*Adopted by the Tredyffrin Township Libraries Board, November 2003
Revised, June 2006; Reviewed, June 2007; Reviewed, May 2008; Reviewed, January 2009;
Revised, June 2009; Revised April 2010; Revised, August 2010; Reviewed March 2011*