



POLICIES»

MEETING ROOMS

Tredyffrin Township Libraries meeting rooms accommodate a variety of library-administered and library-sponsored programs and activities. These may include programs, classes, and workshops (presented by or in conjunction with Tredyffrin Public Library or Paoli Library) as well as library events. The meeting rooms, when not in use for library-administered or library-sponsored programs or activities, are available, during normal library business hours, to individuals and organizations engaged in educational, cultural, intellectual, or charitable activities.

The following policy outlines guidelines for both reserving and using the meeting rooms in consideration of the American Library Association's Library Bill of Rights statement: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Tredyffrin Public Library and Paoli Library neither advocate for nor endorse the viewpoints expressed in meetings or meeting by room users. Permission to use the meeting rooms does not imply Library endorsement of the goals, policies, or activities of any group or organization.

INDEMNIFICATION OF LIBRARY

Individuals and groups using meeting rooms agree to indemnify and hold harmless Tredyffrin Township, Tredyffrin Public Library, Paoli Library and their employees, officer, agents, and representatives, from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person by a consequence or result of the use of a library meeting room, its furnishings, or its equipment.

For the purpose of collecting hourly room rental fees, organizations are classified into two categories, "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 that has recognized status as a charitable, benevolent, or civic organization.
- B. For-Profit: All other organizations.

Fees for reserved use are as follows and full payment is due prior to the start of the event.

Library	Room	Capacity	Not-for-Profit	For-Profit
Tredyffrin Public Library	Computer Lab	12	\$25/hour	\$50/hour
Tredyffrin Public Library	Conference Room	20	\$20/hour	\$40/hour
Tredyffrin Public Library	Group Study A	4 - 5	\$10/hour	\$20/hour
Tredyffrin Public Library	Group Study B	4 - 5	\$10/hour	\$20/hour
Tredyffrin Public Library	Large Meeting Room	130	\$30/hour	\$60/hour
Tredyffrin Public Library	Tyler Hedges Room (Children's programs only)	40	\$20/hour	\$40/hour
Tredyffrin Public Library	Terrace	75	\$30/hour	\$60/hour
Paoli Library	Paoli Meeting Room		\$10/hour	\$30/hour

GUIDELINES FOR GENERAL USE OF MEETING ROOMS:

1. The use of a meeting room will be assigned by the Library Director or designee in the following order of priority:
 1. Library-administered and library-sponsored programs or activities
 2. Non-profit organization sponsored meetings or programs
 3. Organizations engaged in educational, cultural, intellectual, civic, or charitable activities
 4. Other meetings or programs

** The library reserves the right, with ample notice to request that a group reschedule a reservation should the room be needed for a library –sponsored program or activity.*

2. Any publicity generated by an outside organization for a meeting, event, or program must clearly indicate that the organization is the **SPONSOR** and the library is the **LOCATION**. Tredyffrin Township, Tredyffrin Township Libraries, and the Board of Trustees of Tredyffrin Township Libraries does not endorse or seek to promulgate the objectives of any organization utilizing library meeting rooms.
3. Application for use of the Large Meeting Room or Conference Room shall be submitted for approval to the Library Director, Branch Manager, or their designee up to six months in advance of the intended booking date (Study Room A & B at Tredyffrin Public Library may be booked up to one month in advance). Multiple bookings or any bookings requested “in perpetuity” must be approved by the Library Director, Branch Manager, or their designee. Any bookings for the Tyler Hedges Room must be approved by the Children's Librarian or their designee at Tredyffrin Public Library.
4. Applications for meeting room use will include the name, address, telephone number, and signature of the group-contact person; the name of the group; the date and times of the meeting(s); the nature of meeting; the number of people attending (if known); and equipment needed. Electronic signatures are acceptable.

5. Any individual using a meeting room in his or her own name or as a representative of an organization is responsible for ensuring that the conduct of all persons attending the meeting complies with the following other library policies:
 - Patron Behavior Policy
 - Unattended Children Policy
 - Internet Acceptable Use Policy
 - Solicitation and Charitable Collection Policy
 - Electronic Equipment Use Policy
6. Library audiovisual equipment is available in the Large Meeting Room. The Library will not supply an equipment operator. If instruction in the use of the equipment is necessary, arrangements must be made with the Library at least twenty-four (24) hours in advance of meeting time. Any presenters using the audiovisual equipment must notify a library staff member upon arrival to set up the equipment. Library staff do not remain in the room to run or monitor equipment.
7. Light refreshments may be prepared in the kitchenette of Tredyffrin Public Library's Large Meeting Room. Groups must supply their own coffee, cream, sugar, and paper goods. Groups must prepare and clean up food or food preparation trash during the period of the reservation. Each group using the kitchen is responsible for clean up before leaving. No food or beverages may be stored in the Library's refrigerators or freezers other than the day of the scheduled room use.
8. Any individual renting a meeting room in his or her own name or as a representative of an organization is responsible for ensuring the room is kept in good order and that the room is left in usable condition for others prior to leaving the building. This includes:
 - A. Properly disposing of any food waste or trash
 - B. Vacuuming the carpet
 - C. Washing/cleaning all food service items, tabletops, and other equipment used
9. Decorations must be limited to those items which can stand on the floor or a table, and which conform to fire regulations.
10. Nothing may be attached to walls or ceilings of the meeting room other than walls designed for displays. Items may not be left on walls.
11. Minors under the age of eighteen (18) may use the meeting room with one adult supervisor, who is at least twenty-one (21) years of age and will assume complete responsibility for the activities in and condition of the premises.
12. Any raffles or gambling conducted by an organization on Library premises must comply with applicable laws.
13. Use of the name or address of the Library as the official address or headquarters of an organization is prohibited.
14. Use of Library telephones for personal calls by members of an organization is generally not permitted.
15. Users must check in with library staff when you arrive to verify payment and other arrangements.

16. Any damage to library property or facilities must be reported to a library staff member or the Library Director/Branch Manager or library supervisor on duty immediately upon occurrence.
17. All Programs must end 10 minutes before the library closes unless prearranged with library staff.
18. Noncompliance with these guidelines may affect the eligibility to rent meeting rooms in the future. Ongoing use of meeting rooms by individuals and organizations is subject to review and approval by the Library Director in conjunction with the Tredyffrin Township Libraries Board of Trustee

VIOLATIONS OF THE MEETING ROOM POLICY

If it is determined by the Library Director or Branch Manager that an individual or group has violated the guidelines of the Meeting Room Policy or has violated one or more of the above meeting room regulations, the group will receive a written notification of the violation. Depending upon the nature and type of violation, a group or individual may be denied future use of the meeting room space.

APPEAL

A person or group denied permission to use the meeting rooms may appeal such a denial at the next regularly scheduled meeting of the Board of Library Trustees. The appeal must be submitted in writing to the Library Director at least 48 hours prior to the scheduled meeting of the Library Board.