



MEETING ROOM POLICY

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 guidelines for both reserving and using the meeting rooms with consideration of the American Library Associations 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 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.

RENTAL FEES

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: Groups or organizations with proof of incorporation as a nonprofit or charitable entity, any organization recognized as a service organization, or any group or individual meeting for a specific purpose that does not result in realizing a financial profit.
- B. For-Profit: For profit groups or organizations whose purpose is to conduct operations to realize a financial profit.

Meeting room fees may be waived for library partnerships or municipal agencies of Tredyffrin Township as well as at the discretion of the Library Director or Branch Manager.

Fees for reserved use as well as room capacities are as follows:

Library	Room	Capacity	Not-for-Profit	For-Profit
Tredyffrin Public Library	Conference Room	15	\$20/hour	\$50/hour
Tredyffrin Public Library	King Meeting Room	80	\$30/hour	\$90/hour
Tredyffrin Public Library	Terrace	50	\$30/hour	\$90/hour
Tredyffrin Public Library	Tutoring Room A*	4-5	\$10/hour	\$20/hour
Tredyffrin Public Library	Tutoring Room B*	4-5	\$10/hour	\$20/hour
Tredyffrin Public Library	Tyler Hedges Room (Children’s Programs Only)	20	\$20/hour	\$50/hour
Paoli Library	Meeting Room	10	\$10/hour	\$40/hour

**Students with a valid ID may rent Tutoring Rooms A & B for \$5/hour. You will be required to upload a copy of your student ID when applying to reserve a room.*

Room capacities do not take furniture configurations into account. Any furniture (chairs, tables) will decrease the room capacity.

Additional fees may apply:

Use of Audiovisual Equipment: \$25/booking

Piano: \$50/booking

Payment in full is due five (5) standard business days after receiving confirmation of the reservation. Payment will be accepted at the Circulation Desk in person via cash, check, or credit card or over the phone via credit card. If we do not receive payment within this time frame, then the request will be canceled. It is the responsibility of the individual or organization to notify attendees of the cancellation.

REQUESTING MEETING ROOMS

Application for use of any meeting room shall be submitted for approval to the Library Director, Branch Manager, or their designee up to 60 days in advance of the intended booking date. The application form can be found on the library’s website at www.tredyffrinlibraries.org. 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.

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), including any setup and breakdown; the nature of meeting; the number of people

attending (if unknown, provide anticipated attendance); and equipment needed. Electronic signatures are acceptable.

Applications for meeting room use must be submitted five (5) standard business days (Monday-Friday, 9AM-5PM) prior to the meeting date. Walk-in reservations will be accommodated based upon availability of space; however, use and setup of audiovisual equipment cannot be guaranteed.

Applications for meeting room use will be reviewed within two (2) standard business days (Monday-Friday, 9AM-5PM). All requests are considered “pending” until the requester receives a confirmation email or an email denying the request.

GUIDELINES FOR GENERAL USE OF MEETING ROOMS

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 to request that a group reschedule a reservation should the room be needed for a library-administered or library-sponsored activity. The library will offer as much notice as possible in the event that a reservation needs to be rescheduled.

Meeting rooms cannot be used for private social functions (e.g., private parties, receptions, etc.), direct retail or wholesale sales activity, membership drives, fundraising, nor can admission be charged, with the exception of activities sponsored by the library.

Permission to use meeting rooms is not transferable to another individual or organization.

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. Any publicity may not use the library logo or other library branding and may not imply library sponsorship. Any invitations for the meeting must include the following text in all advertisements: “The Tredyffrin Public Library/Paoli Library does not advocate or endorse the viewpoints of meetings or meeting room users.”

Any publicity must clearly identify the room in which the meeting will be held.

Any individual using a meeting room in their 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 library policies:

- Patron Behavior Policy
- Unattended Children Policy

- Internet Acceptable Use Policy
- Solicitation and Charitable Collection Policy
- Electronic Equipment Use Policy

Failure to abide by library rules, regulations, and this Policy, or to cooperate with library staff, will result in cancellation or refusal of future room use privilege. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library services, abusive or dangerous to the building, library materials, exhibits, furnishings or individuals in the building.

Users must check in with library staff when you arrive to verify payment and other arrangements.

All programs must end fifteen (15) minutes before the library closes unless prearranged with library staff. This includes room takedown.

Minors under the age of eighteen (18) years of age may use the meeting room with one adult supervisor, who is at least eighteen (18) years of age and will assume complete responsibility for the activities in and condition of the premises.

Any raffles or gambling conducted by an organization on library premises must comply with applicable laws.

Use of the name or address for the library as the official address or headquarters of an organization is prohibited.

Use of library telephones for personal calls by members of an organization is generally not permitted.

Individuals or groups may not use the emergency doors as an entrance or exit. These doors are on a 24-hour alarm and are for emergency purposes only.

Admission fees must not be a requirement for attending the meeting nor are non-members to be solicited for money at the meeting.

FURNITURE ARRANGEMENT, EQUIPMENT, AND FOOD AND BEVERAGES

The library will not set up the meeting room. Tables, chairs, and a podium are available, and arrangements for their use must be made in advance.

Materials or equipment for any rental may not be sent to or stored at the library. The library is not able to provide storage space for materials or equipment between meetings.

Library audiovisual equipment is available and must be requested in advance. The library will not supply an equipment operator. If instruction in the use of equipment is necessary, arrangements must be included in the original request. 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.

Light refreshments may be prepared in the kitchenette of Tredyffrin Public Library's King Meeting Room. Food and beverage is allowed in all other meeting rooms. The library does not provide any food, beverages, or paper goods. Groups must prepare and clean up food or food preparation trash during the period of the reservation. Each group using the kitchenette is responsible for cleaning up before leaving. No food or beverages may be stored in the library's refrigerators or freezers other than during the reserved time. Alcoholic beverages, smoking, and controlled substances are strictly prohibited.

Any individual renting a meeting room in their 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:

- Properly disposing of any food waste or trash
- Vacuuming the carpet
 - A vacuum is kept in the King Meeting Room storage closet.
- Washing/cleaning all food service items, tabletops, and other equipment used
- Stacking chairs and folding tables

Decorations must be limited to those items which can stand on the floor or a table, and which conform to fire regulations.

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.

DAMAGES

Any damage to library property or facilities must be reported to the Library Director/Branch Manager or library supervisor on duty (PIC) immediately upon occurrence.

Damage or loss of any library equipment or property will result in a financial liability to the individual or group reserving the room. The library also reserves the right to charge a fee in the event that the room is not returned to its original state following use, and reimbursement of costs to restore the condition will be the responsibility of the renter.

CANCELLATIONS

In the event of an emergency or weather closing, the library will not remain open for meeting room use and the rental fee will be reimbursed. If the library closes due to an emergency or weather, every effort will be made to notify the group or individual. Meeting room reservations may be canceled by replying to the confirmation email. Notice of cancellation must be received at least five (5) business days prior to the date of the reservation to receive a refund.

VIOLATIONS OF THE MEETING ROOM POLICY

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 Trustees.

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.