

Amelia Givin Free Library Meeting Room Policy

The Amelia Givin Free Library provides a meeting room space for library programs; and for other meetings and programs of an informational, educational, cultural, or civic nature.

All groups, for-profit and not-for-profit, are invited to use the library's meeting room. Sales of any kind must be cleared in advance with the Library Director.

Description of the Meeting Room:

The maximum occupancy for the basement meeting room is 100 people. No kitchen facility is available. There is one restroom available downstairs. Chairs and tables are made available for use, but the group is responsible for set-up and tear-down of the room. The room must be left in the same manner in which it was found.

Guidelines:

Meetings may be scheduled up to three months ahead of time. This will be on a first-come, first-served basis. An application form must be filled out each time a group or individual requests a room reservation. The library reserves the right to review any or all applications and may require sufficient time to make proper examination before approving the use of the room. The library may discontinue and/or terminate use of the meeting room by any group which is incompatible or interferes with library operations.

The person and/or organization making the reservation will be held responsible for the proper conduct of those attending the meeting. The person in charge of the meeting must check-in at the front desk prior to the start of the meeting.

The Amelia Givin Free Library provides this space as a public service to our community, but does not endorse the view or opinions of groups that utilize these facilities.

Use of Amelia Givin Free Library facilities is at the sole discretion of the Library Director and the Board of Directors. Library sponsored or library oriented scheduling has priority over scheduling of outside organizations. No meeting can cause interference with the operation of the library.

Previously arranged room reservations may be changed or cancelled due to last-minute needs of the library. The Amelia Givin Free Library assumes no liability for losses incurred due to scheduling changes.

Tobacco, smoking, gambling, illegal drugs, alcoholic beverages, and other illegal activities are not permitted in the Amelia Givin Library or in the meeting room.

Meetings which might require extra security due to the controversial nature of the group are prohibited.

Adequate adult supervision of minors is required at all times by at least two adults. The Executive Committee of the Board reserves the right to require state mandated clearances of anyone requesting to use the room.

Reservation Forms are available at the front desk at the library or online.

Bookings cannot be confirmed until the Reservation Form has been received and approved by the Library Director. Applicants will then be notified as to the status of their application.

Meeting Room Users and Fees:

The use of the meeting room is free of charge to civic, social, cultural, educational, and governmental organizations; as long as the meetings they hold are free of charge, open to the public, are not held with the intention of generating revenue, and are held no more than once a month. Any use of the meeting room more than once monthly will be charged a fee of \$25.00/hr.

The library does charge a fee for meeting room use by for-profit organizations or businesses. The fee is \$75 for up to 2 hours, \$100 for up to 4 hours.

Private parties may reserve the room at a cost of \$100 for up to 3 hours. Such parties must occur during normal library hours, have adequate adult supervision of minors, and leave the room in the condition as it was found.

Meeting Hours:

Meetings may only be held on days when the library is open. In addition, meetings must be promptly concluded 15 minutes prior to the closing time of the library. A fee of \$25.00 for each 15 minutes past the closing time will be charged if library staff must stay for any reason.

Clean Up and Damage:

The group or individual returning the application for facility use assumes all responsibility for damage to library property and for leaving the room in the condition in which it was found. Damage to the room will be billed to the group or individual responsible for the room. The group is responsible for removing all trash from library property.

Accidents:

The organization or person reserving the room agrees to use the meeting room in compliance with the Library's policies and accepts responsibility for any damage or injuries resulting from misuse of the facilities or disregard for personal safety. Library staff should be notified immediately of any accidents or injuries.

Publicity/Registration:

Any advertisement of publicity for the meeting or program must include the following disclaimer:

“The Amelia Givin Library does not sponsor or endorse this program or meeting. The Library does not endorse the views or opinions of the speakers or groups utilizing the Library’s meeting room”

A group contact person and their own contact information should be included in all publicity, not the library. The library will not handle registrations for any events nor will we display any promotional information for non-library sponsored programs in the library.

Questions:

Questions regarding policies and procedures about meeting room use will be resolved by the Library Director. The Amelia Givin Library Board of Trustees will be the final authority in granting or refusing permission for the use of the meeting room.

Board approved 2/21/00, revised 1/21/19

Amelia Givin Free Library Meeting Room Application

Please keep this meeting room policy for your records.
Return the completed application to: Library Director
Amelia Givin Free Library
114 North Baltimore Avenue
Mt. Holly Springs, PA 17065

Name of organization _____

(check one) Non-profit For-profit Other

Mailing address _____

Contact Person _____

Contact Person's Address _____

Telephone _____ (Day) _____ (Evening)

Email _____

Purpose of Meeting/Event _____

Estimated Attendance at meeting _____

Date and Time requested _____

**All Meetings must promptly end 15 minutes prior to the Library's
closing time**

Statement of Responsibility:

I have read the Meeting Room Policy for the Amelia Givin Free Library and agree to abide by its rules. I understand our group shall assume responsibility for any rental fees, clean-up or damages, multiple uses, or overtime fees. I understand that we will be responsible for our group and its guests while using the library's facilities.

Signature _____ Date _____