



Lansdale Public Library
Outdoor space
Use Application

Organization or agency:

Name: _____

Address: _____

Phone: _____

Type: (Check one) Business: _____ Non-Profit: _____ Individual: _____

Contact person:

Name: _____

Address: _____

Phone: _____

E-mail: _____

Purpose of meeting:

Lansdale Library hours: Monday-Friday 10a-9p, Saturday 10a-3p, Summer Fridays (Jul-Aug) 9a-6p

Date requested: _____

Time requested: _____

Program duration: _____

Terms of Use:

I have read and agree to the Community Room policy and rules of use. I understand that my request is not scheduled until I have received approval confirmation.

Signature: _____ Date: _____

Lansdale Public Library Outdoor Space Use Policy

Introduction

The Lansdale Public Library has defined space outdoors for library events and for other meetings and programs of informational, educational, cultural, and civic nature. The outdoor space will be available for use by outside individuals, businesses, and organizations when the library is open and the space is not needed for library programs or library-related activities and when use of the space does not interfere with or disrupt the normal operations of the library or cause a security risk or safety hazard to the library staff, customers, or property. Lansdale Library allows use of this space as a public service but does not endorse the views or opinions of the groups utilizing the space. Advertisements or announcements implying such endorsement are prohibited.

Description

The defined space is to the right of the entrance as you are looking at the building. The use of the space may not block or impede access to the library entrance. A diagram of the space is included below.

Application

The space may be reserved for use by requesting and completing an application for use of the library's outdoor space. The application can be downloaded from our website or requested in person at the library circulation desk. Once completed, applications can be submitted for approval either by email to roomrental@lansdalelibrary.org or dropped off in person at the circulation desk.

A for-profit business is an organization with the purpose of financial gain. A not-for-profit organization's purpose is to serve the community. Not-for-profit organizations include registered charities and community groups. Not-for-profit organizations must provide documents proving their not-for-profit designation.

The application is to be submitted at least 14 days prior to the requested date. At the discretion of the library director or board of trustees of the library if it is determined that a program is mutually beneficial in supporting the library's mission and will be considered library sponsored. Library sponsorship does not imply any endorsement of the views or opinions of the group utilizing the space.

Rules

Solicitation is not allowed on library or Borough property. For-profit business may present programs but may not sell their products or services or collect contact information to garner customers. Providing business cards for future contact by potential clients is permitted.

If assistance with event promotion is desired, the organization must supply the library with any applicable promotional materials in advance of the event.

A Certificate of Insurance naming the Lansdale Library and Lansdale Borough as additional named insureds must be provided by all corporations and incorporated non-profit groups. Users are responsible for the setup of the space.

The users must clean the area after use. Garbage must be thrown away and the area must be left clear.

Cancellation by the library: The library reserves the right to cancel meetings/events. The user will be notified as soon as possible and may be able to reschedule. Library programs take priority followed by already-scheduled uses, residents, non-profits, then for-profit organizations.

Cancellation by users: The library must be notified at least 24 hours before the event or those reserving the space will not be allowed to book it again.

If the user of the space will be working with children, state-required child clearance certificates must be provided.

Smoking and vaping are prohibited in the library and within 15 feet of the library entrance. Illegal drugs, alcohol, and any illegal activities are prohibited anywhere on library property.

Future use of the space may be revoked for disruptive behavior, destruction of property, and/or endangering public safety.

The library is not responsible for lost items.

Outdoor space may be booked for no more than 6 times per organization per year for recurring meetings. Use of the space may not occur in consecutive weeks. Organizations with recurring meetings must reapply each year.

Please make your attendees aware that parking is limited in the library lot. Paid parking is available across the street.

A rain date may be scheduled for the week following a reserved date. If a rain date is scheduled for an event, the date will not be reserved for another group. If an event is already scheduled for a week following another event, a rain date will not be scheduled.

