

MEETING ROOM POLICY

The Lansdale Public Library provides meeting room space for library programs and for other meetings and programs of an informational, educational, cultural, or civic nature.

ROOM DESCRIPTION

The Lynn Janoff Community Room is 21' x 39' and T-coil enabled for persons with hearing disabilities. AV Equipment (an LCD projector with HDMI and VGA connections, a pull-down screen, and DVD player) is available to use for an additional fee. Connection to the library's WiFi network is available at no cost pursuant to the library internet use policy. Tables and chairs are available in the room. The room can seat up to approximately 70 adults without tables (auditorium style) or 40 people with tables (classroom style).

POLICIES

1. Library-sponsored activity has priority over all non-library activities held in meeting room space. The library, therefore, reserves the right to cancel any scheduled activity up to 48 hours before the scheduled activity, should circumstances warrant the library's need for the space.
2. The library provides meeting room space as a public service, provided that the intended use will complement and not conflict with the library's objectives.
3. The library does not endorse the views or opinions of the groups utilizing the space. Publicity, including social media posts or announcements implying such endorsement, are prohibited. Publicity materials for non-library-sponsored activities may not include the library's phone number, web address, or other library contact info. Groups using the space may advertise on library property only by utilizing the community bulletin board.
4. Rooms may be booked for no more than one date per month per organization for recurring meetings. Organizations with recurring meetings must submit new applications each fall for the following year. In rare cases, the director or library board may approve meetings that recur more than once per month.
5. Meetings and events held in meeting room space must be open to the public and free of charge. In rare cases, the director or library board may approve sales of merchandise; to request approval, those reserving the room must submit a request to the director in advance of submitting an application form.
6. If requested, groups using the space must provide and pay for ADA accommodation for attendees, including but not limited to sign language interpreters.
7. Library programs and library-sponsored events may have age restrictions for attendees. In rare cases, the director or library board may approve age restrictions for group reservations.
8. The group using the room shall be responsible to pay the library the cost of repair or replacement, as determined by the director or library board, of any library items that are broken or damaged and shall hold the library harmless and defend the library from any claims or liabilities caused by the group's use.
9. When submitting their application, the group using the room must provide proof of insurance naming the library as an additional insured, sign the liability waiver included in the application, or both.
10. AV equipment assistance is available and must be requested prior to the event.

11. Meeting rooms are not available for any of the following reasons:
 - a. To hold religious services;
 - b. For political party or candidate-related events;
 - c. To solicit funds;
 - d. As a headquarters for any organization;
 - e. As a mailing address;
 - f. Or when, in the opinion of the director or library board, the use of the room might endanger public safety or cause disorder or not align with the purpose and mission of the library.
12. Individuals or those affiliated with human services organizations meeting with minors or vulnerable populations must provide current child abuse clearances at the time of the application for all adults that will be present in the meeting room. The library will keep all clearances on file; Meeting room users will be required to keep track of expiration dates and submit updated clearances to the library, or their reservations may be cancelled.
13. Future use of the room may be revoked for disruptive behavior, destruction of property, and/or endangering public safety.
14. The library's Rules of Conduct apply to meeting room spaces.
15. This meeting room policy may be changed at any time, pending director or library board amendment and approval.

PROCEDURES

1. Meeting room users handle their own room set-up and may arrange the furnishings as needed, as long as they are not at risk of damage. At the conclusion of meetings, furnishings should be reset to their original configuration.
2. If assistance with event promotion is desired, the organization must supply the library with any applicable promotional materials in advance of the event. Promotional materials will be placed on public bulletin boards and on literature displays provided they do not imply that the event is endorsed by the library.
3. Meeting room users are expected to properly dispose of all trash and verify that all personal belongings are removed at the conclusion of the use of the room.
4. Light cold refreshments may be served. No kitchen nor refrigerator is available. No electronic equipment such as crockpot or microwave, may be used. No chafing dishes or open flames may be used.
5. To receive a refund for a cancelled reservation, the library must be notified at least seven days prior to the meeting. In the event of repeat cancellations by a group, the library reserves the right to disallow future meeting room usage.
6. Application must be submitted at least 14 days prior to the requested date with a nonrefundable 50% deposit of the use fee. Full payment of the balance is due on the day of use, prior to the use.
7. Fees may be decreased or waived at the discretion of the director or library board if it is determined that a program is mutually beneficial in supporting the library's mission.
8. Meeting room users should make their attendees aware that parking is limited in the library lot. Paid parking is available in the public lot on Susquehanna Avenue.

9. In the event of inclement weather or building emergency that causes the closing of the library, the rental will automatically be deemed to be canceled, and refunds will be issued.
10. A \$20 charge will be assessed if a room is not vacated by the scheduled time.
11. The room may be reserved from 15 minutes after the library opens through 15 minutes before the library closes. Please see the library's website at www.lansdalelibrary.org for our current hours. In rare cases, reservations may take place outside library hours, with an additional fee determined by the director based on number of staff required to remain in the building after hours.

APPLICATION

To inquire about reserving the Lynn Janoff Community Room, please submit a Lynn Janoff Community Room Use Application, which is available on the library's website at www.lansdalelibrary.org/meeting-room. The library will contact applicants within three business days with further instructions. Applicants may also email reservations@lansdalelibrary.org for additional information.

FEE SCHEDULE

A for-profit business is an organization with the purpose of financial gain. Individuals requesting to use the room do so at the for-profit rate. The for-profit rate is reduced for business located in Lansdale Borough, residents of Lansdale Borough, and library members.

A nonprofit organization's purpose is to serve the community. Nonprofit organizations (NPOs) include registered charities and community groups. NPOs must provide documents proving their nonprofit designation.

FEE SCHEDULE	0-3 Hours	3-6 Hours	6+ Hours
For-Profit or Individual (Borough resident or library member)	\$90	\$120	\$180
For-Profit or Individual (nonresident, non-member)	\$120	\$180	\$240
Nonprofit	\$50	\$75	\$100
Use of AV equipment	\$10	\$15	\$20

Approved by the Board of Trustees 2/6/24