



Lansdale Public Library  
Director's Office Meeting Room  
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 Meeting 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 Director's Office Meeting Room**

### **Introduction**

The Lansdale Public Library makes available meeting room space for library programs and for other meetings and programs of informational, educational, cultural, and civic nature. The library meeting room 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 provides meeting room 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 Director's Office is 12' x 13'. 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 fit up to approximately 10 adults.

### **Application**

The room may be reserved for use by requesting and completing an application for use of the Director's Office Meeting Room. 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](mailto: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. 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 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 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. Fees may be decreased or waived 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.

## Fees

| FEE SCHEDULE  | Half Day (up to 4 hours) | Full Day (over 4 hours up to 8 hours) |
|---|--------------------------|---------------------------------------|
| For-Profit /Individual (Borough resident or library member) | \$40                     | \$80                                  |
| For-Profit/Individual (nonresident, non-member)             | \$60                     | \$120                                 |
| Not-for-profit  | \$25                     | \$50                                  |

## 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 room. Assistance is available for use of AV equipment and must be requested prior to the event.

The users must clean the room after the meeting. Garbage must be thrown away and tables and floors cleaned, if necessary. Furniture does not have to be moved back to its original position.

Light refreshments may be served. No kitchen is available.

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 room will not be allowed to book it again.

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

Smoking, vaping, illegal drugs, alcohol, and any illegal activities are prohibited in the library.

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

The library is not responsible for lost items.

Rooms may be booked for no more than one date per month per organization for recurring meetings. 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.