LANSDALE PUBLIC LIBRARY

301 Vine St., Lansdale, PA 19446
215-855-3228
Lansdalelpubliclibrary.org

Lynn Janoff Community Room Use Request, Policy, and Agreement

The Lynn Janoff Community Room is available for use by the public when not in use by the library. The needs of the library will take precedence over those of outside groups. Please read the following policy before filling out the agreement.

1. 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.**

2. The room may be reserved for use by requesting and completing an application for use of the Lynn Janoff Community 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 **reservations@lansdalelibrary.org** or dropped off in person at the circulation desk.

3. The application is to be submitted at least 30 days prior to the requested date. Full payment of the balance is due on the day of use, prior to the use of the room. 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.

4. 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.

5. The Community Room is available between the following hours (if not being used for a library function):
   Monday – Thursday 10:30 am – 6:30 pm **Friday and Saturday 10:30 am – 4:30 pm**

6. **The cost to use the Community Room is as follows:** additional donations are accepted and appreciated.

Fee Schedule	**Per hour up to 4 hours**	**Per hour after 4 hours**
Non- Profit (must provide non-profit designation paperwork)	$25.00 (i.e.) 3 hrs. = $75, 4 hrs. = $100	$30.00 (i.e.) 5 hrs. = $130, 6 hrs. = $160
For-Profit/Individual	$40.00 (i.e.) 3 hrs. = $120, 4 hrs. = $160	$50.00 (i.e.) 5 hrs. = $210, 6 hrs. = $260
Use of AV Equipment	$10 Flat fee	$20 Flat fee

7. 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 Wi-Fi 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).

8. The group using the Community Room is responsible for setting up tables, chairs, and equipment. A podium, projector screen, and a whiteboard are available to use **with** prior notice. See fee for AV use above.

Approved by: _____ Approval Valid for 90 days from _____

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9. The group using the Community Room is responsible for returning the Community Room to its original condition at the conclusion of 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.
10. Prior permission is required to eat or drink in the Community Room. An extra $25 fee may apply. No kitchen is available.
11. Smoking, vaping, illegal drugs, alcohol, and any illegal activities are prohibited in the Lansdale Public Library or in the parking lot.
12. **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, and then for-profit organizations.
13. **Cancellation or changes 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. A group must request/confirm any changes to the reservation at least three (3) days prior to your event, including Change in Time, Furniture needed, Equipment needed, Increase in anticipated attendance.
14. **The organization or civic group reserving the Community Room and any of its persons attending the meeting hereby unconditionally agree to indemnify and hold harmless the Lansdale Public Library, its staff, and directors from any and all liability that might arise as a result of their allowing the organization or civic group to utilize the Community Room facility. A dollar-for-dollar reimbursement is required for any damage done to any property owned by the Lansdale Public Library. 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.**
15. If the user of the room will be working with children, state-required child clearance certificates must be provided by email to **reservations@lansdalelibrary.org**.
16. Those who reserve and use the Community Room are always subject to the direction of the Lansdale Public Library's staff and hereby agree to abide by any and all policies and procedures implemented by the Lansdale Public Library and its staff, including but not limited to COVID and post-pandemic rules. Future use of the room may be revoked for disruptive behavior, destruction of property, and/or endangering public safety.
17. Solicitation is not allowed on library or Borough property. For-profit businesses 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.
18. The Community Room may not be used for religious services or political parties or Candidate related events.
19. Any violation of the terms mentioned above shall be sufficient cause for cancellation of your organization's use of the facilities without refund.
20. **Parking:** Please make your attendees aware that parking is limited in the library lot. Paid parking is available across the street. The library is not responsible for parking fees. The library is not responsible for lost items.

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Complete and return this portion of the original document to the Lansdale Public Library. Please keep the Policy and Agreement terms portion for your reference. We will send an approved copy of this page for your files and an invoice to be paid prior to your event. Your room is not reserved until you receive the approval via email and pay the invoice. Please type or print your email legibly below.

Type of organization:

☐ For Profit/Individual Resident/Member ☐ For Profit/Individual non-resident/non-member ☐ Non-profit

Date(s) requested: _____ **Time:** _____ **Number of Hours:** _____

Will you be using the AV equipment? **Additional fees apply.** ☐ Yes ☐ No Add AV Use Fee Below**

This event is: ☐ Open to the Public* ☐ Private for your group ☐ *we would like the library to help promote

Number of Tables Needed:_____ Number of Chairs Needed: _____ Number of People Expected: _____

Special Requests or Additional Equipment needed:

Room Use Amount: $ _____ Additional Donation Amount: $ _____ **AV Use Fee: **$**_____

Total Due: $ _____ **Payment Received by _____**
(Staff Initials)

Organization: _____ Contact Person (Please Print) _____

Phone: _____ E-mail:_____

_____ **(initial here)** 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: _____

Approved by: _____ Approval Valid for 90 days from _____