

Southern Lehigh Public Library
3200 Preston Lane
Center Valley, PA 18034
610-282-8825
www.solehipl.org

POLICY FOR MEETING ROOM RENTAL

****Please note - Revised January 16, 2018****

Purpose/Principle:

The Southern Lehigh Public Library is a limited public forum and provides meeting room space for library programs and for other meetings and programs of an informational, educational, cultural, and civic nature. The library meeting room spaces are available to the community consistent with the library's mission of expression and exchange of ideas. Use of the facilities by other community groups is allowed when not needed by library or library-related activities, programs, and meetings, and when such use does not interfere with or disrupt the programs, activities, and normal operations of the library, or cause a security risk or safety hazard to library staff, property or patrons.

Meeting rooms may not be used for or under any of the following reasons or conditions:

- For a purely social purpose, i.e. family/friend parties or gatherings, business or community organization parties.
- At a time when the meeting room(s) is needed for a library-sponsored event, unless prior written confirmation has been received and payment has been made.

Southern Lehigh Public Library reserves the right to accept, renew, or reject requests for use of the room(s) under the established policy.

Southern Lehigh Public Library provides meeting room space as a public service but does not endorse the views or opinions of groups utilizing these facilities.

Fee Schedule

Meeting room rental fees include use of the room(s) for up to 4 hours or until the library closes, whichever comes first. Additional charges for use of the room(s) beyond the scheduled time or beyond the closing time of the library are outlined below. The fee schedule that applies to each organization or business will be determined by the Library Director and/or designated staff persons.

Not For Profit and/or Nonprofit Organizations:

- This includes not-for-profit and/or nonprofit community groups who would like to rent meeting room space to conduct their own organization's meetings, events, and/or activities that may or may not be open to the public and may or may not support the mission of the library.
- Story Hour Center (Single meeting room; 19.5' x 27') – Maximum Occupancy – 82 persons - \$15.00; maximum 6 6' tables with chairs for audience, no available white wall for projection.
- Community Meeting Room (Single meeting room; 19.5' x 21') – Maximum Occupancy – 60 persons - \$15.00; maximum 4 6' tables with chairs for audience, one white wall available for projection.
- Double-sized meeting room (folding partition opened to combine Story Hour Center and Community Meeting Room into one space) - Maximum Occupancy - 142 persons - \$30.00; maximum 10-12 tables with chairs for audience, one white wall available for projection.
- Kitchen privileges – no additional charge
- These fees may be waived at the Southern Lehigh Public Library's discretion.
- Any use of the meeting rooms over 4 hours will incur an additional cost of \$15.00 per room, per hour, and must be arranged in advance. If the extension is after closing, the additional cost is \$25.00 and depends on staff availability.
- Meeting room rentals must end no later than 15 minutes prior to the library's scheduled closing time for that day to allow library staff time to prepare the meeting rooms for next-day activities.
- Payment of rental fee must accompany signed application.
- Not-for-profit and nonprofit organizations may post a flyer advertising their event on the Community Bulletin Board in the library's lobby, but must follow the Bulletin Board Policy posted.

- The library is not responsible for registering participants for the scheduled event(s) and will not accept any participation fees that may be associated. That is the responsibility of the sponsoring organization.

Community Groups, Nonprofit Businesses or For Profit Businesses Providing Educational Classes:

- This includes community groups, nonprofit businesses, or for profit businesses who would like to rent meeting room space for the purpose of providing a series of three (3) or more educational classes within a 90 day period that support the mission of the library and are open to the general public. It is understood that the community group or small business may choose to charge a fee to the public for attendance at the classes.
- Story Hour Center (Single meeting room; 19.5' x 27') – Maximum Occupancy – 82 persons - \$25.00; maximum 6 6' tables with chairs for audience, no available white wall for projection.
- Community Meeting Room (Single meeting room; 19.5' x 21') – Maximum Occupancy – 60 persons - \$25.00; maximum 4 6' tables with chairs for audience, one white wall available for projection.
- Double-sized meeting room (folding partition opened to combine Story Hour Center and Community Meeting Room into one space) - Maximum Occupancy - 142 persons - \$50.00; maximum 10-12 tables with chairs for audience, one white wall available for projection.
- Kitchen privileges – no additional charge
- These fees may be waived at the Southern Lehigh Public Library's discretion.
- Any use of the meeting rooms over 4 hours will incur an additional cost of \$15.00 per room, per hour, and must be arranged in advance. If the extension is after closing, the additional cost is \$25.00 and depends on staff availability.
- Meeting room rentals must end no later than 15 minutes prior to the library's scheduled closing time for that day to allow library staff time to prepare the meeting rooms for next-day activities.
- Payment of rental fee and proof of insurance (if applicable) must accompany signed application.
- Community groups, nonprofit businesses or for profit businesses offering educational classes may post a flyer advertising their classes on the Community Bulletin Board in the library's lobby, but must follow the Bulletin Board Policy posted.
- The library is not responsible for registering participants for the scheduled event(s) and will not accept any participation fees that may be associated. That is the responsibility of the sponsoring organization or business.

Other Community Groups, Nonprofit Businesses or For Profit Businesses:

- This includes community groups, nonprofit businesses or for profit businesses who would like to rent meeting room space to conduct their own organization's meetings, events, and/or activities that may or may not be open to the public and may or may not support the mission of the library.
- Story Hour Center (Single meeting room; 19.5' x 27') – Maximum Occupancy – 82 persons - \$60.00; maximum 6 6' tables with chairs for audience, no available white wall for projection.
- Community Meeting Room (Single meeting room; 19.5' x 21') – Maximum Occupancy – 60 persons - \$60.00; maximum 4 6' tables with chairs for audience, one white wall available for projection.
- Double-sized meeting room (folding partition opened to combine Story Hour Center and Community Meeting Room into one space) - Maximum Occupancy - 142 persons - \$120.00; maximum 10-12 tables with chairs for audience, one white wall available for projection.
- Kitchen privileges – an additional \$15.00
- These fees may be waived at the Southern Lehigh Public Library's discretion.
- Any use of the meeting rooms over 4 hours will incur an additional cost of \$15.00 per room, per hour, and must be arranged in advance. If the extension is after closing, the additional cost is \$25.00 and depends on staff availability.
- Meeting room rentals must end no later than 15 minutes prior to the library's scheduled closing time for that day to allow library staff time to prepare the meeting rooms for next-day activities.
- Payment of rental fee and proof of insurance (if applicable) must accompany signed application.
- Nonprofit and for profit businesses may post a 3"x5" flyer advertising their event and/or business on the Business Bulletin Board in the library's lobby and must follow the Bulletin Board Policy posted.

- The library is not responsible for registering participants for the scheduled event(s) and will not accept any participation fees that may be associated. That is the responsibility of the sponsoring organization or business.

Regulations for use of meeting rooms

The following statements apply to all organizations or businesses who rent meeting room space.

- Smoking, controlled substances or gambling is not permitted.
- Alcoholic beverages are prohibited except for library sponsored functions with approval of the Board of Directors.
- The library staff will provide and/or set-up necessary equipment, including chairs, tables, CD player, wireless Internet connection, white board and markers, easel, podium, tarp, projection equipment. Please provide information regarding equipment needs and room configuration on the Meeting Room Reservation form. Equipment fees (as listed) will apply.
- To prevent damage to meeting room flooring or equipment, renting organizations/businesses may not move the furniture or change the configuration without assistance from the library staff. Renting organizations/businesses are responsible for any damage sustained to the flooring, walls, or equipment and will be charged full repair or replacement fees.
- The meeting rooms/kitchen must be left in a clean and orderly condition. Waste should be placed in the proper receptacles. The group using the room(s) is responsible for clean-up and must leave the room(s) in exactly the way that they found them. The library reserves the right to charge a fee if facilities must be cleaned. No custodial service is available.
- The library staff is NOT at the disposal of the group. It is the responsibility of the applicant and/or the group to provide any necessary equipment if it is not available in the meeting rooms.
- No storage of the organization's items is available before or after the meeting, except at the discretion of the Library Director.
- To promote accessibility of the public meeting rooms for library events as well as to a wide variety of community groups, the library may limit meetings for any and/or all groups.
- Nothing may be attached to the walls, ceiling, floor, furniture, or accordion sliding room divider.
- Meetings may not extend beyond the library's closing time and must end no later than 15 minutes prior to the library's scheduled closing time for that day. Special arrangements can be made for groups to use the library's meeting rooms during hours that the library is closed with 14 days notice if staff is available. The additional cost is \$25.00 per hour or part of an hour.
- Lighted candles or flames, because of fire hazard, are not to be used within the meeting rooms with the exception of Sterno used by caterers.
- All equipment belonging to the group must be removed immediately at the conclusion of the program or event.
- In the event that the library closes due to an emergency or inclement weather, use of the meeting room(s) is automatically cancelled and the rental fees will be reimbursed. The renting organization's contact person will be notified by the library. It is the responsibility of the organization to notify attendees of the cancellation.
- If the renting organization cancels its event or meeting, they must notify the library 48 hours in advance in order to receive reimbursement of rental fees.
- The library reserves the right to cancel any function due to natural disaster, power failure, weather or other unforeseen circumstances. The Library will not be held responsible for any cost(s) incurred as a result of such cancellations.
- Failure to comply with this policy may result in denial of future use of the library meeting rooms, financial liability for damages, and/or removal from the meeting room.
- Meeting room attendees may not leave children unattended in the library.
- Group leader must be familiar with emergency rules.
- The fact that a group is permitted to meet in the library's public meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs. The Southern Lehigh Public Library reserves the right to require that any public advertising of meeting(s) include the following statement: "The views of this program are not necessarily endorsed by SLPL." The library's phone and/or fax #s and e-mail address are not to be included in any publicity that advertises the meeting unless the program is co-sponsored by the library.

Application and Insurance:

The following statements apply to all organizations or businesses who rent meeting room space.

- A signed Meeting Room Reservation Form needs to be completed and submitted no later than 7 days in advance of the meeting.
- The application form must be signed by an authorized representative of the group who shall attend the meeting and be responsible for the conduct of the meeting attendees and for any damages.
- Each application will be reviewed and the contact person will receive confirmation. The meeting rooms will not be considered scheduled until confirmation is sent.
- Nonprofit community organizations registered as 501c3 organizations are exempt from insurance requirements. Both for profit and nonprofit businesses must furnish adequate insurance for bodily injury and property damage. Insurance certificate must indicate that Southern Lehigh Public Library is named as additional insured on the policy and include a hold harmless agreement from presenter. No exceptions will be made. The certificate of insurance should display limits of at least \$500,000 each occurrence, \$1,000,000 aggregate, and list Southern Lehigh Public Library, its board members, employees, and volunteers as additional insureds.

STAFF USE ONLY

Southern Lehigh Public Library
3200 Preston Lane
Center Valley PA 18034
610-282-8825 www.solehipl.org

RECEIPT FOR MEETING ROOM RENTAL

Organization/Business Name: _____

Contact Person: _____

Date/Time Scheduled: _____

Room: _____

Fee Collected:

Cash Amount: _____ Check # & Name on check: _____

Credit Card: _____

Fee N/A: _____

Certificate of Insurance:

Yes, attached: _____ N/A: _____

Confirmed By: _____ Date: _____

Notes:

- Meeting room rentals must end no later than 15 minutes prior to the library's scheduled closing time for that day to allow library staff time to prepare the meeting rooms for next-day activities.
- To prevent damage to meeting room flooring or equipment, renting organizations/businesses may not move the furniture or change the configuration without assistance from the library staff. Renting organizations/businesses are responsible for any damage sustained to the flooring, walls, or equipment and will be charged full repair or replacement fees.

Southern Lehigh Public Library
3200 Preston Lane
Center Valley, PA 18034
610-282-8825 www.solehipl.org

EMERGENCY PROCEDURES FOR PROGRAM HOSTS & PARTICIPANTS

Fire Safety/Extinguisher Usage/Emergency Exits

In the event of a fire, all patrons and program participants should be asked to leave immediately. The closest exit should be used; the emergency exit in the Story Hour Center Meeting Room or the main entrance door in the lobby. There are sensors throughout the building that will automatically set off the fire alarm. The Fire Department will call us before sending out a truck. Someone from the library staff will inform you when it is safe to re-enter the library.

Please note that if an emergency exit door is used, an alarm will sound. Please do not use this type of exit for any purpose other than exiting in the case of fire. If the alarm is activated accidentally, please notify a staff person.

We own five fire extinguishers: the first is located outside the Reference & Technology Services Office next to the Canon Printer/Copier/Fax, the second is by the Reference Desk by the Magazine Room door, the third is on the wall inside the kitchen by the Story Hour Center Meeting Room, the fourth is inside the Mechanical Room by the door, and the fifth is by the door at the rear of the library by the newspapers. The extinguishers have an ABC rating with the directions for usage clearly printed on the front.

Extinguishers should be used to escape a fire-filled room rather than fighting a large, growing fire! Extinguishing a fire should only be attempted after the above procedures have been followed and only if your personal safety is not jeopardized.

There are also three Alarm Pull Down boxes: one of these is located by the door to the storage closet inside the Story Hour Center Meeting Room and another is located in the lobby underneath the Community Bulletin Board. The third alarm pull down box is in the magazine/newspaper section near the emergency exit.

Medical Emergencies

In the case of a medical emergency, **do not move the person.** The person in charge of the program should immediately notify a staff person and 911 should be called. Telephones in each meeting room may be used to dial 911. For minor injuries, there is a medical kit with basic first aid supplies that a staff person will be happy to retrieve for you. **Be sure to wear plastic gloves when the injury involves body fluids.**

Security Measures

There are at least two staff people in the library whenever it is open to the public. For safety reasons, after dark please exit the library with another person.

Power Outages/Water Leaks

In the case of a power outage or water leak, please notify a staff person immediately.