

**Southern Lehigh Public Library**  
**3200 Preston Lane**  
**Center Valley, PA 18034**  
**610-282-8825**  
[www.solehipl.org](http://www.solehipl.org)

**POLICY FOR MEETING ROOM RENTAL**  
Revised December 20, 2022

**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.

**Definitions**

**Community Group(s)** means a local nonprofit community group or individual using the meeting room space for reasons that do not involve generation of profit.

**Large Nonprofit Organization(s)** means a duly registered nonprofit organization with more than 500 employees as determined by the organization's last filed Form 990.

**Nonprofit Organization(s)** means a duly registered nonprofit organization with 500 or fewer employees as determined by the organization's last filed Form 990. Nonprofit Organizations shall not include any organization that is included within the definition of a "Large Nonprofit Organization".

**Renter** means any Community Group, Nonprofit Organization, Large Nonprofit Organization, For Profit Business, Homeowner's Association.

**Fee Schedule**

Nonprofit Organizations and Community Groups may rent meeting rooms up to three (3) months in advance at an hourly rate as described below. For profit businesses offering several multi-week sessions (classes) per year may rent rooms for up to three (3) months in advance of the start date of each session. Actual meeting length may not exceed the time requested in the Meeting Room Rental form. Meeting rooms will not available until 30 minutes before the library opens for the day and all meeting rooms must be vacated 30 minutes before the library closes for the day.

Library staff will provide set-up and removal of available equipment (see attached list). Renters are required to provide an equipment list and a meeting room drawing indicating how each room should be configured with the available equipment. Depending on staff availability, Renters may be asked to assist in room set-up or take-down. Depending on the meeting room schedule for any given day, at the end of

a rental group's time slot, the library staff may need to begin set-up for the next program while that rental group is gathering their personal items and vacating the room. The hourly rate that applies to each organization or business will be determined by the Library Director and/or designated staff persons.

**Nonprofit Organizations and Community Groups:**

- This includes Nonprofit Organizations and Community Groups who would like to rent meeting room space to conduct 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. This does not include Nonprofit Organizations providing educational classes as provided below.
- Hourly rate for single meeting room is \$10; hourly rate for double-sized meeting room (both Community Meeting Room and Story Hour Center with folding partition open) is \$20. Meeting room rental rates beyond one (1) hour in length will be prorated in 30 minute increments.
- Story Hour Center (Single meeting room; 19.5' x 27') – Maximum Occupancy – 82 persons
- Community Meeting Room (Single meeting room; 19.5' x 21') – Maximum Occupancy – 60 persons
- Double-sized meeting room (folding partition opened to combine Story Hour Center and Community Meeting Room into one space) – Maximum Occupancy – 142 persons
- Kitchen privileges – no additional charge
- These fees may be waived at the Southern Lehigh Public Library's discretion.
- Use of the meeting rooms beyond the previously scheduled time and/or after the library closes for the day may result in a penalty charge of \$10 for 0-30 minutes in excess, \$25 for 31-60 minutes in excess, and \$50 for 61 minutes or more in excess.
- Payment of rental fee must accompany signed application.
- Tentative snow dates will not be scheduled in advance; it is the responsibility of the rental group to contact the library within 30 days of the occurrence to schedule a snow date or request a refund.
- The library will not provide storage space before or after the meeting time for equipment owned by the Renter.
- Nonprofit Organizations and Community Groups using meeting room space as provided in this section 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.

**Nonprofit Organizations, Large Nonprofit Organizations, or For Profit Businesses Providing Educational Classes:**

- This includes Nonprofit Organizations and Large Nonprofit Organizations, 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 such businesses may choose to charge a fee to the public for attendance at the classes.
- Hourly rate for single meeting room is \$20; hourly rate for double-sized meeting room (both Community Meeting Room and Story Hour Center with folding partition open) is \$40. Meeting room rental rates beyond one (1) hour in length will be prorated in 30 minute increments.
- Story Hour Center (Single meeting room; 19.5' x 27') – Maximum Occupancy – 82 persons
- Community Meeting Room (Single meeting room; 19.5' x 21') – Maximum Occupancy – 60 persons
- Double-sized meeting room (folding partition opened to combine Story Hour Center and Community Meeting Room into one space) – Maximum Occupancy – 142 persons
- Kitchen privileges – no additional charge
- From November 1-March 31, one snow date per class session will be tentatively scheduled during the week immediately following the end of the scheduled class session. If multiple snow dates occur, it is the responsibility of the rental group to contact the library within 30 days of the occurrence and request additional make-up dates or request a refund.
- Limited storage of materials regularly used in classes is available for an additional charge of \$50 per seasonal session. Available space is at the discretion of the Library Director.

- Use of the meeting rooms beyond the previously scheduled time and/or after the library closes for the day may result in a penalty charge of \$20 for 0-30 minutes in excess, \$35 for 31-60 minutes in excess, and \$70 for 61 minutes or more in excess.
- Payment of rental fee and proof of insurance (if applicable) must accompany signed application.
- Nonprofit Organizations, Large Nonprofit Organizations or For Profit Businesses offering educational classes as provided by this section 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.

**Homeowner's Associations, For Profit Businesses, or Large Nonprofit Organizations:**

- This includes homeowner associations, nonprofit organizations with annual operating budgets in excess of \$1M ("Large Nonprofit Organization"), 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.
- Hourly rate for single meeting room is \$40; hourly rate for double-sized meeting room (both Community Meeting Room and Story Hour Center with folding partition open) is \$80. Meeting room rental rates beyond one (1) hour in length will be prorated in 30 minute increments.
- Story Hour Center (Single meeting room; 19.5' x 27') – Maximum Occupancy – 82 persons
- Community Meeting Room (Single meeting room; 19.5' x 21') – Maximum Occupancy – 60 persons
- Double-sized meeting room (folding partition opened to combine Story Hour Center and Community Meeting Room into one space) – Maximum Occupancy – 142 persons
- Kitchen privileges no additional charge
- Tentative snow dates will not be scheduled in advance; it is the responsibility of the rental group to contact the library within 30 days of the occurrence to schedule a snow date or request a refund.
- The library will not provide storage space before or after the meeting time for equipment owned by the Renter.
- Use of the meeting rooms beyond the previously scheduled time and/or after the library closes for the day may result in a penalty charge of \$40 for 0-30 minutes in excess, \$55 for 31-60 minutes in excess, and \$110 for 61 minutes or more in excess.
- Payment of rental fee and proof of insurance (if applicable) must accompany signed application.
- Homeowner's Associations, For Profit Businesses, or Large Nonprofit Organizations renting meeting space as provided by this section 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 who rent or use meeting room space.

- Smoking, vaping, use of 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.
- To promote accessibility of the public meeting rooms for library events as well as to a wide variety of 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.
- 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 renting organization's contact person will be notified by the library. It is the responsibility of the organization to notify attendees of the cancellation. The Renter must contact the library within thirty (30) days to re-schedule the meeting or request reimbursement of fees.
- If the Renter cancels its event or meeting, the Renter must notify the library ~~48 hours~~ at least one week 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 by the renting organization 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.
- In permitting the use of its meeting rooms, the Library does not imply endorsement of the beliefs, policies, or activities of any group or individual. All publicity related to the use of the meeting rooms must clearly identify the sponsoring individual or organization and must not state or imply that the Southern Lehigh Public Library is a sponsor or co-sponsor without its written consent. The library's phone and/or fax #s and e-mail address are not to be included in any publicity unless the program is co-sponsored by the library.

### **Application and Insurance:**

The following statements apply to all 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. Reservations cannot be guaranteed if forms arrive later than 7 days in advance.
- 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.
- If the Renter's dates, times, or room configuration drawing changes after the initial submission of the rental forms, new forms must be submitted. Please do not email the library with change requests.
- Each application will be reviewed and the contact person will receive confirmation. The meeting rooms will not be considered scheduled until payment and proof of insurance (if applicable) is received and confirmation is sent.
- Nonprofit Organizations and Community Groups are exempt from insurance and hold harmless agreement requirements.
- Both For Profit Businesses and Large Nonprofit Organizations must add to their Commercial General Liability policy the "Southern Lehigh Public Library, its officers, employees" as additional insureds with respect to liability arising out of Renter's use of the meeting room. This additional insured coverage is to be provided using ISO form CG 2026. Further, this coverage shall be provided on a primary and non-contributory basis using ISO CG 2001, or equivalent endorsement. Renter's Commercial General Liability coverage shall have limits not less than \$500,000 per occurrence, \$1,000,000 aggregate and include coverage for both

operations and completed operations. Prior to using the meeting room, Renter shall furnish the Southern Lehigh Public Library with original certificates of insurance including copies of the CG2026 and CG2001 or equivalent endorsements.

- If Renter or its participants will be engaging in physical or athletic activities while using the library meeting room, a copy of Renter's CGL Declarations and Endorsement Page listing all policy endorsements must also be furnished prior to using the meeting room.
- The Southern Lehigh Public Library reserves the right to require complete copies of all required insurance policy documents.
- Renter must also execute the hold harmless agreement included in the Meeting Room Reservation Form.

| Revised by Board of Directors -12/20/2022; effective immediately for new rental agreements

**STAFF USE ONLY**

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**RECEIPT FOR MEETING ROOM RENTAL**

Organization/Business Name: \_\_\_\_\_

Rental Category: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date/Time Scheduled: \_\_\_\_\_

Tentative Snow Dates Scheduled (if applicable): \_\_\_\_\_

Room: \_\_\_\_\_

Equipment Storage Fee (if applicable): \_\_\_\_\_

Total Rental Fees Due: \_\_\_\_\_

Total Fees Collected:

Cash Amount: \_\_\_\_\_      Check # & Name on check: \_\_\_\_\_

Credit Card: \_\_\_\_\_

Fee N/A: \_\_\_\_\_

Certificate of Insurance:

Yes, attached: \_\_\_\_\_      N/A: \_\_\_\_\_

Confirmed By: \_\_\_\_\_      Date: \_\_\_\_\_

Notes:

- Meetings may not exceed the time requested in the Meeting Room Rental form. Meeting rooms will not be available until 30 minutes before the library opens for the day and all meeting rooms must be vacated 30 minutes before the library closes for the day.
- 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.

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## **EMERGENCY PROCEDURES FOR PROGRAM HOSTS & PARTICIPANTS**

### **Fire Safety/Extinguisher Usage/Emergency Exits**

In the event of a fire, all patrons and program participants will 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 an emergency. 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 Sharp Printer/Copier/Fax, the second is at 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 and magazines. 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.