

MEETING ROOM POLICY

Purpose/Principle:

The Whitehall Township Public Library provides meeting room space for library programs, meetings, and programs of an informational, educational, cultural, and civic nature. Use of the facilities by other organizations is allowed when not needed by library or library-related activities, programs, and meetings, and when such use does not interfere with normal operations of the library.

Whitehall Township Public Library reserves the right to accept, renew, or reject requests for use of the room under this established policy. No organization or group shall be permitted to use the meeting rooms if the organization discriminates based on race, color, creed, national origin, religion, age, gender, marital status, or qualified disability. The 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 for up to 4 hours or until 30 minutes before the library closes. The fee schedule that applies to each organization or business will be determined by the Library Director and/or designated staff person, based on the following designations:

Not for Profit and/or Nonprofit Organizations (FREE)

- 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.

Other Community Groups, Nonprofit Businesses or For-Profit Businesses (\$50)

- 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.
- Rental fees may be waived at the Whitehall Township Public Library's discretion.
- Payment of rental fee and proof of insurance must accompany signed application.

Excluded Uses of the Meeting Room:

- The Meeting Room may not be used for a purely social purpose, i.e. family/friend parties or gatherings, business, or community organization parties.
- The meeting room may not be used for commercial and/or for-profit purposes.

Room Setup:

The library staff will not be responsible for room setup or rearranging furniture in advance of a meeting. Organizations will be responsible for room set up and must return the room to the original arrangement at the completion of the meeting. Failure to comply may result in the suspension of a group's meeting room privileges. Tables and chairs are provided.

Available Equipment:

The library staff will provide and/or set up necessary equipment including large-screen TV, CD/DVD player, and wireless Internet connection. Please provide information regarding equipment needs on the Meeting Room Reservation form. An additional fee of \$10 for the use of the TV will be assessed.

Cancellation:

- If the renting organization cancels its event or meeting, it must notify the library 48 hours in advance to receive reimbursement of rental fees.
- If the library closes due to emergency or inclement weather, use of the meeting room 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.
- 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 because of such cancellations.

Regulations for Use of Meeting Room:

- The Community Meeting Room (22' x 30') has a Maximum Occupancy for 44 people with tables and chairs.
- Smoking, controlled substances, alcohol, and gambling are not permitted. No open flames, candles, or incense may be used in the meeting room.
- Light refreshments are permitted. The organization is responsible for supplying all utensils and equipment. The organization is responsible for the immediate clean-up of the meeting room.
- The library is not responsible for registering participants for the scheduled event(s).
- The meeting room must be reserved by an adult (18 years of age or older). People bringing children to meetings must assume responsibility for their care and behavior.
- The meeting room must be left in a clean and orderly condition. Waste should be placed in the proper receptacles. The group using the room is responsible for cleanup and must leave the room as it was found. The library reserves the right to charge a fee if facilities must be cleaned. No custodial service is available.
- All equipment belonging to the group must be approved for use by library staff at registration and removed immediately at the conclusion of the event. No storage of the organization's items is available before or after the meeting, except at the discretion of the Library Director.

- To promote availability of the public meeting room 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, or furniture.
- Meetings may not extend beyond the library's closing time. Room must be vacated 30 minutes before the library closes.
- Failure to comply with this policy may result in denial of future use of the library meeting room, financial liability for damages, and/or removal from the meeting room.
- The Whitehall Township 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 endorsed by WTPL." The name of the Whitehall Township Public Library may only be used on publicity materials to identify the location of the program.

Application and Insurance:

- 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. All attendees must adhere to the Library's Patron Conduct Policy.
- Each application will be reviewed and the contact person will receive confirmation. The meeting room will not be considered scheduled until confirmation is sent.
- Businesses must furnish adequate insurance for bodily injury and property damage. Insurance certificate must indicate that Whitehall Township Public Library is named as additional insured on the policy and include a hold harmless agreement from presenter. The certificate of insurance should display limits of at least \$500,000 each occurrence, \$1,000,000 aggregate, and list Whitehall Township Public Library, its board members, employees, and volunteers as additional insureds. Nonprofit community organizations are exempt from insurance requirements.

Application Appendix A

MEETING ROOM RESERVATION FORM

Please familiarize yourself with our Policy for Meeting Room Rental to ensure your meeting qualifies.

Organization Information:

Organization or Business Name:

Mailing Address:

City, State, Zip Code:

Contact

Person: _____ Title: _____

Telephone: Day _____ Evening _____

Email: _____

Program Information:

Description:

Date Requested: _____ Time Requested: _____

Estimated Attendance: _____

Listed on the following page is the equipment that the library is willing to provide and set-up. The number of pieces available is indicated in parentheses. Please mark the number of pieces requested next to each applicable item of equipment. Please keep in mind that the library or other organizations may also need equipment at the same time. You will be notified if the library cannot provide everything that is needed so that you can make alternative arrangements. Please check only items needed.

60" Large-screen TV (1):_____ (Additional \$10)
(Capability to use as external screen with: library's DVD/ VHS player or renter-supplied laptop. Please specify.) _____

CD player (1):_____

Please list renter-owned equipment that will be supplied for the event:

Statement of Responsibility: I have read the Meeting Room Policy for the Whitehall Township Public Library and agree to abide by its rules. I understand that our group shall assume financial responsibility for any equipment, rental, clean up, damages or extra fees. I understand that we will be responsible for our group and its guests while using the library's facilities. I agree to report any injury or accident occurring on the premises. I agree to abide by these and all other terms and conditions as set forth in the Whitehall Township Public Library Meeting Room Policy and hereby acknowledge receipt of a copy of the Policy for Meeting Room Rental and Emergency Procedures.

Insurance and Hold Harmless: A certificate of insurance (if applicable to my group as outlined in the library's Meeting Room Policy) is delivered with this Meeting Room Reservation Form with limits of at least \$500,000.00 each occurrence, \$1,000,000.00 aggregate, which lists the Whitehall Township Public Library, its board members, employees, and volunteers as additional insureds. The requesting organization hereby agrees to indemnify, defend and hold harmless the Whitehall Township Public Library, its board members, employees and volunteers from any and all liability, claims and damages (including personal injury) as a result of use of the library.

Date: _____ Signature: _____

Print Name : _____

You will be called for tentative scheduling. Your date will be officially confirmed when the library director receives this form, room rental fee, and Certificate of Insurance (if applicable). Make check payable to Whitehall Township Public Library. Rental fee and Certificate of Insurance (if applicable) must be received 7 days prior to meeting. If not received within 7 days prior to the program, the meeting room reservation will be cancelled.

STAFF USE ONLY

RECEIPT FOR MEETING ROOM RENTAL

Organization/Business Name: _____

Contact Person Name: _____

Date/Time

Scheduled: _____

Room:

Fee Collected:

Cash Amount: _____

Check # & Name: _____

Fee N/A: _____ **Certificate**

of Insurance:

Yes, attached: _____ N/A: _____

Confirmed By: _____

Date: _____

Notes:

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. There are sensors throughout the building that will automatically set off the fire alarm. Although the security company will notify the fire department, 911 should be called and library staff should be notified. Someone from the 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 or other emergency. If the alarm is activated accidentally, please notify a staff person.

We own eight fire extinguishers that are located near building exit doors and also in the computer room and maintenance workshop. The extinguishers have an ABC rating with the directions for usage clearly printed on the front. 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 four Alarm Pull Down boxes, one located at each building exit door.

Medical Emergencies

In the case of a medical emergency, **do not move the person**. The person in charge of the program should immediately call 911 and notify a staff person. 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 disposable 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.