POLICIES»

MEETING ROOMS

The Board of Trustees of the Tredyffrin Township Libraries invites community organizations businesses, and individuals to make use of the meeting rooms in both library buildings in accordance with the following terms and conditions:

1. In scheduling use of the rooms, preference shall be given to library programs.

2. The library reserves the right to limit the use of these rooms. Preference is given to meetings which are open to the public.

3. Users must check in with library staff when you arrive to verify payment and other arrangements.

4. Application for use of a meeting room shall be submitted for approval to the Library Director/Branch Manager or their designee. Reservations will be accepted up to six months in advance.

5. Any individual making application in his or her own name or in an organization's name for use of a meeting room will be responsible for the meeting room and the conduct of all persons attending the meeting.

6. In order to make the facilities widely available to the community, ongoing use of the libraries' meeting rooms is subject to approval by the Board of Trustees.

7. Organizations are classified into two categories throughout this policy, Not-for-Profit and For-Profit. The Library Director/Branch Manager or their designee shall decide whether an applicant qualifies as Not-For-Profit or For-Profit based on the following criteria:

   A. Not-for-Profit: A group of people formed as separate organizations and which have as stated purpose some charitable, benevolent or civic purpose either in regards to the public at-large or to the common interests of the members. These organizations are operated as nearly as possible at cost or on a cost-recovery basis; and they are organizations not seeking profit and which do not disgorge excess income to their members, in the form of dividends or otherwise.

   B. For-Profit: All other organizations.

8. Hourly room rental fees for reserved use are as follows at Tredyffrin Public Library (TPL) and Paoli Library (Paoli); full payment is due prior to the start of the event.

Room	Capacity	Not-for-Profit	For-Profit
TPL Conference Room	20	$20/hour	$40/hour
TPL Tyler Hedges Room (Children's programs only)	40	$20/hour	$40/hour

TPL Large Meeting Room	130	$30/hour	$60/hour
TPL Group Study A	4-5	$10/hour	$20/hour
TPL Group Study B	4-5	$10/hour	$20/hour
TPL Executive Conference Rm	10-15	$20/hour	$40/hour
TPL Computer Lab	8	$25/hour	$50/hour
TPL Terrace	110	$30/hour	$60/hour
Paoli Meeting Room	20	$10/hour	$30/hour

9. Rooms are available for volunteer tutors and may be booked up to one month in advance at no charge. Paid tutors are treated as For-Profit organizations.

10. The meeting rooms will be available during normal library hours. Groups are responsible for setting up the room in advance of their meeting and for leaving the premises in the condition in which they were found. All chairs and tables must be wiped down and stored; the floor must be vacuumed. Groups using the meeting rooms in the evening must exit the building by library closing time.

11. Any group holding meetings assumes responsibility for damage to library property and for leaving the facilities in good order. Damage must be reported to the Library Director/Branch Manager or library supervisor on duty immediately upon occurrence.

12. All Programs must end 15 minutes before the library closes unless prearranged with library staff. You must sign out with a library staff member after the rented space has been cleaned. Noncompliance with these conditions may affect your eligibility to rent spaces in the future.

13. Use of library kitchens will be allowed for light refreshments only. Groups should bring their own serving dishes and coffee-making equipment. Details of kitchen resources available upon request. You must indicate to the library staff that you intend to use the kitchen upon booking the meeting space.

14. The library has a selection of technology resources available for use. (See "Technology Resources Available," attached as an addendum to this policy for available resources and pricing.) The availability and rental cost of some items is subject to change. Library personnel must be present to setup, operate, and shut down these items.

15. Groups must abide by all established library policies.

16. Alcoholic beverages are permitted only with the approval of the Library Director and written approval of the Tredyffrin Township Manager prior to the event.

17. The Trustees reserve the right to revoke permission to use the meeting rooms.

18. Publicity for the meeting should state clearly that the organization is the SPONSOR of the meeting and the library meeting room is the LOCATION. The Board of Trustees of the Tredyffrin Township Libraries does not endorse or seek to promulgate the objectives of any organization utilizing the meeting room. Library staff will not be responsible for telephone or other inquiries about your organization or meeting.

19. Tredyffrin Public Library, Paoli Library, their employees and agents, the Board of Trustees of the Tredyffrin Township Libraries, and the Township of Tredyffrin shall not be liable to any group, organization, or person attending a meeting in the library. Such group,

organization, or person, jointly and severally, hereby agrees to, and shall, indemnify and hold harmless the Tredyffrin Public Library, Paoli Library, their employees and agents, the Board of Trustees of the Tredyffrin Township Libraries, and the Township of Tredyffrin from any and all claims, suits, damages, losses, or injuries which they may sustain, or are alleged to have sustained, while using a meeting room, including, without limitation, use of a meeting room, kitchen, restroom facilities, and means of egress and ingress to the library buildings and the meeting rooms.

Adopted by the Tredyffrin Township Libraries Board, November 2003
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