

## **XII. MEETING/CONFERENCE ROOM POLICY**

The Board of Directors of the Marple Public Library invites community organizations to make use of the meeting room and conference room (hereby referred to as "rooms") in the library. The rooms may be reserved for use by groups or organizations of an educational, civic, or cultural nature for such purposes. No monetary sales are to take place in the rooms unless authorized by the Library Director. The rooms may be reserved for such time, as they are not needed by the library or the Friends of the Library for library purposes. Meetings may be monitored by a library representative.

### **A. GOALS:**

1. To make the rooms available for public use, with residents of Marple Township having priority.
2. To offset overhead expenses of maintaining the rooms by charging users a fee.

### **B. RULES AND REGULATIONS**

1. If a meeting is canceled, the administrative office must be notified as soon as possible. If paid in advance, the meeting room fee will be refunded or will be credited to a future meeting.
2. The library reserves the right to limit use to those organizations whose activities will in no way interfere with normal library operations.
3. The Library Board of Directors reserves the right to revoke permission to use the rooms and to limit the frequency of use by groups in order to ensure availability for as many groups as possible.
4. Any group holding meetings assumes responsibility for any damage to library property. The library assumes no responsibility for any property placed in the rooms in connection with any meeting or for any bodily injury or property damage arising out of use of the rooms.
5. The Library Board of Directors reserves the right to prohibit the use of the meeting rooms to groups engaged in social/entertainment activities.

6. Attendance at the meetings is limited to the posted fire code limits in the meeting and conference rooms.
7. There is to be no smoking in any part of the building.

8. Continued use of the rooms by any organization is contingent upon the rooms being left in orderly condition.
9. Meetings are expected to end by no later than the library's closing time for that day. Special circumstances for meetings that will extend beyond the normal library hours must be agreed upon at the time the meeting is scheduled.
10. If the library is closed due to an emergency or inclement weather, the organization that has scheduled a meeting for that day will be notified. The library will work with the organization to try to make other arrangements for setting up a new date.

11. Young adult and children's groups must provide adequate adult supervision.
12. In any publicity, it must be made clear that the library is neither the sponsor nor an endorser.
13. The meeting room is not equipped for dramatic presentations requiring stage equipment.
14. Any special circumstances shall be referred to the library administrative office.
15. The library cannot provide storage space for the property of organizations.

C. FEE SCHEDULE

1. MEETING ROOM (occupancy limit: 100)

All organizations, including non-profits      \$100.00

2. CONFERENCE ROOM (occupancy limit: 10)

All organizations, including non-profits      \$50.00