

PHOENIXVILLE PUBLIC LIBRARY MEETING ROOM USE, POLICY, PROCEDURES AND GUIDELINES, APPLICATION FOR USE

Phoenixville Public Library’s meeting rooms are used for Library and School District purposes and are also provided to the public for cultural, civic and educational purposes. Meeting rooms will, to the extent that is legal and consistent with Library policies, be made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to meet at the Library does not constitute an endorsement of that group’s policies or beliefs. Attendance at meetings is limited by order of the Fire Marshall.

Two rooms are available for use as indicated below:

Community Room Available to the public
 Maximum 49 persons
 Light refreshments permitted as approved by the Library

Harrop Room Available only for Library, School District or community sponsored
 meetings/events
 Maximum 8 persons

Maximum seating for these rooms is in compliance with local fire codes. The maximum seating code must be strictly enforced and should be considered when scheduling.

SCHEDULING/ELIGIBILITY/FEES/CERTIFICATE OF INSURANCE/CANCELLATIONS

Requests for use of the rooms will be made through the Business Office, 610-933-3013 x126. Use of either room requires a reservation. Meeting rooms are available during regular library hours, including weekends. Applicants must be age 18 or older.

Scheduling of meetings sponsored by the Library will take precedence; therefore it may be necessary in very unusual circumstances to preempt the booking of another organization. When this happens, the Library will contact the representative of the booking organization as soon as possible – fee will be reimbursed.

In the event of an emergency or weather closing, the Library will not remain open for meeting room use and will not notify program organizers – fee will be reimbursed. A planned closing, due to inclement weather, is coordinated with the School District. If the School District (#856) is closed then the Library is closed. If the Library closes due to an emergency or weather, the organization’s contact person will be contacted by the Library. It is the responsibility of the organization to notify attendees of the cancellation.

Meeting rooms can be used by individuals, non-profit or profit organizations for meetings or workshops or for staff meetings or staff workshops.

A fee is charged for the Community Room use, with a differential between for-profit (\$150/reservation) and non-profit users (\$100/reservation). The Executive Director/Library Board reserves the right to waive the fee. The fee for the Harrop Room use is \$37.50/reservation/day.

FEES	Non-Profit	For Profit		
Community Room	\$100	\$150		

Harrop Room			
1-4 hours of use	\$37.50	\$37.50	

All organizations/individuals must provide a Certificate of Insurance on an annual basis – to be attached to the Application for Use of Meeting Rooms. The Certificate of Insurance must be a minimum of \$1,000,000.00 per occurrence with \$1,000,000.00 aggregate. The Phoenixville Public Library must be listed as Additional Insureds.

In the event that an organization cancels its meeting, the organization’s designated representative will notify the Library as soon as possible. The fee will be refunded if Cancellation is made within 7 days of the scheduled event.

The signature of an organization’s designee on the attached Application for Use of Meeting Rooms signifies its compliance to the Library’s meeting room’s policy, procedures and guidelines.

An organization’s program will not be confirmed until the attached form has been signed, and the rental fee and Certificate of Insurance (if applicable) have been submitted to the Business Office. Upon receipt of the form, Certificate of Insurance and payment, the organization will be contacted by the Business Office to confirm the program or event. Should the required form and payment not be received within five (5) days prior to the program or event, the organization’s program or event request will be cancelled. The Library will contact the organization’s booking representative to inform representative of its action. It is the responsibility of the organization to notify its attendees.

MEETING HOURS

With the exception of Library sponsored meetings, meeting rooms are available Monday, Tuesday, and Thursday 9:30 AM – 8:45PM; Wednesday, Friday, Saturday 9:30AM – 4:45PM. Programs must conclude by 8:45 PM, Monday, Tuesday, Thursday; 4:45PM, Wednesday, Friday, and Saturday. If a meeting has not concluded by these noted times, the Library reserves the right to tell the organization that they must conclude their program or event and leave the building after clean up. Library hours of operation can be found at <http://www.phoenixvillelibrary.org/> .

USE OF MEETING ROOMS/PUBLICITY

Organizations that normally collect dues from members may do so, but dues payment cannot be a requirement for attending the meeting, nor are non-members to be solicited for money at the meeting.

The organization sponsoring the meeting must adhere to the meeting room capacity and refuse entrance when the room has reached capacity. The Library reserves the right to monitor the number of attendees to ensure that the fire code regulations are observed.

Publicity for a meeting must clearly identify the sponsoring organization. Publicity cannot state or imply that the Library is a sponsor or co-sponsor of a meeting without its express written permission. The Library’s phone and/or fax numbers, and e-mail addresses are not to be included in any publicity publicizing the meeting. The organization may not list the address of the Phoenixville Public Library as its official address.

Publicity for a meeting must clearly identify which room the meeting will be held in – either the Community Room or Harrop Room.

The meeting room doors must remain closed but unlocked during a program.

Persons attending meetings are subject to all Library rules and regulations. Failure to abide by Library rules, regulations and this Policy, or to cooperate with Library staff, will result in cancellation or refusal of future room use privilege.

Organizations using the meeting room do so at their own risk. The organization using a room is responsible for its own actions and that of its guests. Those using a room are cautioned that children under age eight may not be left unattended in the Library.

Organizations using the meeting rooms must observe the public accommodation provisions of the Pennsylvania Human Relations Act under which it is unlawful “to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, handicap or a handler or trainer of guide or support animals.”

RESTRICTIONS

The following are strictly prohibited in the Library and meeting rooms; firearms, alcoholic beverages, smoking, gambling and controlled substances.

Meeting rooms cannot be used for private social functions (e.g. private parties, receptions, etc.), sales activity, membership drives, fund-raising, nor can admission be charged, with the exception of activities sponsored by the Library or the School District. Literature with a business name may be provided (for attendees to pick up, if desired) but not handed out.

The Library will publicize an organization’s meeting by providing handouts supplied by the organization. The organization may post a sign advertising its meeting on the lobby bulletin boards and outside the meeting room door during the program. Advertising must be approved by the Library.

No items may be taped, tacked or nailed to the doors, windows or walls. An organization must do its own set up and remove any display or handout materials from the meeting room after a meeting and must return the room to its original state. Additional clean up by the Library will incur a cleanup fee of \$35.

Permission to use meeting rooms is not transferable to another individual or organization.

USE OF INTERNET

If an internet connection is required, the organization must contact the Director of Adult Services 610-933-3013 x32, and obtain written approval prior to using the Library’s Internet connections.

FURNITURE ARRANGEMENT/EQUIPMENT

Organizations using the meeting rooms will set up and break down the meeting room, restoring the room to the original order after use. Chairs are located in the Community Room.

Organizations bringing in equipment (audio visual, computers, coffee pots, etc.) for a program or event will submit, on their application, a complete listing of such equipment. All equipment must be removed at the conclusion of the program or event. If there is a need for the use of library equipment or items, such as a projector or Laptop, etc. for the Community Room, then the applicant must itemize in writing, what their needs are and receive prior approval within 7 days prior to the event, or supply their own materials. For use of Library Equipment there will be an additional charge of \$50.

FOOD/BEVERAGES

With the exception of Library sponsored meetings, light refreshments (no meals) may be served in meeting room, and organizations may provide their own coffee service or equipment. Catering service may be provided, with prior approval.

Organizations must properly dispose of trash in the containers provided by the Library.

PARKING

Parking is on-street and meeting attendees are requested to park on the Reeves Park side of the street, not in front of residents’ homes or the Library.

DAMAGES

The organization making application for use of meeting rooms assumes all responsibility for damage to Library property and for leaving the premises in the same condition in which it was found. Damage to the facility or equipment will be billed to the organization responsible for the room. Any damage must be reported promptly to the Business Office, 610-933-3013 ext.126.

DISCLAIMERS

The Library and School District, its officials and/or boards are not responsible for damage to or theft of equipment used or left in the room, including but not limited to damage by viruses to software on computers. The Library assumes no responsibility for materials left on the premises, and will not store or maintain materials or files. The Library will contact the organization regarding equipment or materials to be removed. After 15 days, they will be disposed of at the discretion of the Library.

The Library Board of Trustees reserves the right to change any part of this policy as necessary.

The Library reserves the right to disallow or revoke permission granted to organizations for use of the meeting rooms on a case-by-case basis if that organization has previously violated these rules, or if it is believed by the Library that use of the meeting rooms will interfere with Library operations, adversely affect public safety or cause public disturbances.

Organizations which do not fulfill their obligations as enumerated in this policy may be denied use of meeting facilities in the future. A list of these organizations will be kept in the Business Office. If the organization wishes to appeal the refusal, it may submit a letter of appeal to the Library Board of Trustees.

Reviewed January 21, 2010

Updated April 3, 2013



Phoenixville Public Library
Application for Use of Meeting Rooms
610-933-3013

Your meeting has been tentatively scheduled for the date(s) you have requested. This date(s) will be officially confirmed when the Business Office receives this form, room rental fee and Certificate of Insurance (if applicable). Make check payable to Phoenixville Public Library and mail to: Business Office Phoenixville Public Library, 183 Second Ave., Phoenixville, PA 19460. Form, rental fee and Certificate of Insurance (if applicable) must be received five (5) days prior to meeting (if not received within five (5) days prior to the program, the program will be cancelled).

Fee Due: Community Room \$100.00/non-profit or series \$150.00/profit Waived
 Harrop Room \$37.50
Non-Profit Organizations please attach a copy of your IRS 501(c)(3) status.
 Certificate of Insurance yes no Not Required
 Fee for Use of Library Equipment yes \$50 no

PLEASE PRINT

Applicant's Name _____

Name of Organization _____

Address _____

Work Phone _____ Home Phone _____ e-mail _____

Room Requested Community Room Harrop Room Approximate Attendance _____

Date(s) Requested _____ Starting Time _____ AM/PM Ending Time _____ AM/PM

Description of Meeting _____

Equipment Provided by Organization _____

Equipment Provided by Library _____

Internet Connection Needed yes no *If yes, you must contact the Director of Adult Services, x32.*

Will light refreshments be served? If yes, please list _____

I have read the policies governing the use of the meeting rooms and hereby agree, intending to be legally bound, for myself, the organization, the membership of the organization, and its guests, to adhere to and be bound by said policies, the terms, conditions and obligations of which are herein incorporated by reference as fully as though they were set forth at length herein, and acknowledge that the Library is relying upon this agreement in permitting the use of a Library meeting room. I also agree that I will make all members and guests aware of said policies of the Library's meeting rooms.

Signature of Applicant

Printed Name of Applicant

Date

STAFF USE ONLY

Date/Time Scheduled Confirmed
 Fee Collected yes no na Certificate of Insurance yes (attached) no na
 Director of Adult Services contacted for Internet connection yes na attach copy
 Date/Initials _____

HOLD HARMLESS AND INDEMNIFICATION CLAUSE

The Phoenixville Public Library and its Board of Trustees, the Phoenixville Public Library Foundation and its Board of Directors and/or their employees and agents, as well as the Phoenixville Education Foundation, the Phoenixville Area School District, their Boards of Directors, their employees and agents shall not be liable to any group, organization, or person attending a meeting. Any group, organization and person, jointly and severally, hereby agrees to, and shall indemnify and hold harmless the Phoenixville Public Library and its Board of Trustees, the Phoenixville Public Library Foundation and its Board of Directors and/or their employees and agents, as well as the Phoenixville Education Foundation, the Phoenixville Area School District, their Boards of Directors, their employees and agents from any and all claims, suits, damages, losses or injuries which they may sustain, or are alleged to have sustained, while using the meeting room, including, but not limited to, use of a meeting room, kitchen facilities, rest room facilities and means of egress and ingress to the Library building and the meeting room.

Organization: _____

Name (Please Print): _____

Signature: _____

Witness (Please Print): _____

Witness Signature: _____