



201 Bishop Hollow Road
Newtown Square, PA 19073

www.newtownlibrary.org

610-353-1022

Meeting Room Use Policy

Purpose Statement

The Newtown Public Library Meeting Room may be used for informational, educational, cultural, charitable, and civic purposes. Use of the Library's meeting room does not constitute Library endorsement or approval of viewpoints expressed by participants using the meeting room.

The Library's Meeting Room has a maximum occupancy of 12 with the option for several more occupants at the Library's discretion.

Meeting Room Use Guidelines

1. The meeting room is available to the public on a first-come, first-served basis for use at times that do not conflict with daily operations of the Library or Library programming.
2. Reservations must be made in advance using the appropriate application. Suggested contributions may be paid in advance or at the time of sign-in by cash, check or via PayPal online.
3. Notice of cancellation must be received at least 24 hours in advance. Repeated failure to do so may jeopardize future reservations. Reservations will be held for fifteen minutes after the beginning of the reservation and will be cancelled after that time.
4. Meeting rooms may be reserved for a maximum of three (3) hours unless prearranged; extensions may be permitted upon request if space is available.
5. Reservations may be made up to 60 days in advance.
6. An individual or group may have up to three (3) reservations scheduled at a time.
7. Meetings must be scheduled during the Library's hours of operation and must end 15 minutes prior to closing time.
8. No money or goods may be exchanged in the course of meeting room use and attendees may not be charged to participate. The intent of this policy is that individuals or groups may not conduct transactions for profit in the meeting rooms.
9. Group size may not exceed the occupancy limit of the room.
10. The Library staff is not able to serve as a point of information for patrons with questions regarding meetings other than providing directions to a meeting.
11. The Library reserves the right to cancel a reservation should conditions or situations arise which warrant such action.
12. The Library reserves the right to attend any meeting or event held in the meeting room.
13. The Library reserves the right to refuse use of the room to individuals or groups who do not adhere to Library policies or meeting room terms of use or are disruptive to normal Library operations.

14. The Library reserves the right to modify this policy and guidelines as necessary.
15. The Library bears no responsibility for personal injury to any member, affiliated persons, guests, or licensees of the group. In addition, the Library assumes no responsibility for loss or damage to supplies or other items belonging to groups using the meeting rooms.

User Responsibilities

1. Users and groups must confirm and accept the Meeting Room Use Policy prior to each use.
2. All users and groups with reservations should check in with Library staff at the front desk upon arrival.
3. Any materials promoting an event or meeting held in a Library meeting room (for example, flyers or posters) may list the Library as the location but may not imply Library sponsorship, unless pre-arranged as a co-sponsored event with the Library.
4. Users are responsible for room setup, including arrangement of tables and chairs. Users are also responsible for cleanup, including returning furniture to its original placement, placing trash in wastebaskets, and wiping tables.
5. In the case of inclement weather, individuals and groups are encouraged to check newtownlibrary.org for closing information.
6. Lighted candles or flames, because of fire hazard, are not to be used within the meeting room.
7. Nothing may be tacked, pasted, or taped on the walls or furnishings.
8. Refreshments may be served. Cooking or food preparation is not generally allowed. Intoxicating beverages are not generally allowed. An exception may be made if the reserving group has proof of sufficient liability insurance.
9. Attendees must plan for childcare. The Library cannot assume responsibility for supervising children.
10. The individual placing the reservation request is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation.

Non-qualifying Meeting Room Uses

- Political campaign purposes (political forums, committee meetings, and listening posts are permitted)
- Birthday parties, weddings, showers, reunions or individual/private parties or banquets
- Selling or fundraising is prohibited in the Library's meeting rooms except for events that benefit the Library.

Suggested Contributions for Meeting Room Use

Although there is no charge for such uses, a voluntary contribution to help fund the operation and maintenance of these facilities would be appreciated. Contributions are nonrefundable. Examples of each group include but are not limited to:

- Individual = personal use
 - No suggested contribution
- Community Group = book clubs, study groups
 - No suggestion contribution
- Nonprofit = local non-profit organizations hosting independent programs
 - \$10.00
- For-Profit = business meetings
 - \$40.00

Non-discrimination Statement

The Newtown Public Library is committed to ensuring equal opportunity to all persons, and does not discriminate or condone discrimination against any person on the basis of race, color, ethnicity, national origin, ancestry, citizenship status, religion, sex, gender, marital status, sexual orientation, gender identity or expression, age, military or military veteran status, housing status, disability, medical or genetic information, pregnancy, or any other characteristic protected by local, state, or federal law.

Approved 05/21/2024