

## Matthews Public Library

### Meeting Room Policy

In keeping with the Library's mission of providing *facilities and services for education, research, cultural enrichment, and reading enjoyment for all the people of Northern Lebanon County*, the Matthews Public Library aspires to be a vital community resource, and toward that end, provides a meeting room for community groups, agencies and organizations.

The meeting room is made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting the room's use. Library activities take precedence over non-Library uses of the meeting room. Permission to use the library facilities does not, in any way, constitute an endorsement by the Library of the group or the group's beliefs.

### Terms and Conditions

1. A resident of the Matthews Public Library service area (Bethel, East Hanover, Swatara or Union Townships or Jonestown Borough) 21 years of age or older may reserve the meeting room by calling or stopping by the Library. This person will be considered the official representative of the group and will be responsible for seeing that library policies are observed and communicated to the group. Teenage and children's groups must have an adult sponsor, at least 21 years of age, present during the entire meeting.
2. Any fees for damages or cleaning will be charged to the representative of the group.
3. The meeting room is booked on a first come, first served basis. Reservations should be made at least 24 hours prior to the meeting. An organization may schedule *no more* than two reservations per month. Exceptions may be made for government organizations and Library programs.
4. The Library reserves the right to change or cancel any reservation if circumstances at the Library so demand.
5. The Library reserves the right to reject any request for use of the room if it is determined that the group has abused its past meeting room privileges.
6. The meeting room is only available during the Library's normal hours of operation. All meetings must conclude 15 minutes prior to the Library's posted closing time.
7. Groups using the Library meeting room shall hold harmless the Library, its Board of Directors, staff and volunteers, from any injury to persons or property caused by actions of that group.
8. The meeting room is not available for personal or private parties such as birthday celebrations, showers or receptions.
9. The meeting room may not be used for any unlawful purpose and meetings may not disturb normal Library function.
10. Room setup and teardown is the responsibility of the group using the room. The group is expected to return the room, including the kitchen, to its original orderly condition.

11. Only nonprofit organizations or educational institutions offering approved classes or seminars may be permitted to charge a fee. Advance approval is required. No solicitation is permitted.
12. Alcoholic beverages or tobacco products may not be served or used anywhere on Library property.
13. Groups reserving the meeting room may not use the Library's name, logo or address in any way that may indicate Library sponsorship of their event. This does not apply to events the Library has agreed to co-sponsor.
14. Groups may not attach or affix anything to the walls or doors of the meeting room without prior permission from the Library.

**Fees**

The Library strives to make the meeting room available for a low fee. The standard fee for the use of the room is \$10 per reservation. If the room is left in an unsatisfactory condition or if there is damage to library property the representative who requested the reservation will be contacted and liable to pay the costs. Cleaning fee will be \$50. Damage to Library property or equipment will be assessed at the full replacement or repair value, not less than \$50.