



## Meeting Room Policy

Revised October 2016

A. Meeting space at the Elkins Park Free Library (50 max. occupancy) and the Glenside Free Library (15 max. occupancy) is limited and because of demand is restricted to the following groups/organizations in descending order of priority:

1. Library sponsored programs, meetings or activities.
2. Friends of the Library sponsored programs, meetings or activities.
3. English as a Second Language tutoring or programs
4. Government programs or events
5. Cheltenham Township government official citizen committee meetings or events
6. Cheltenham School District sponsored events (fee)
7. Cheltenham Adult School classes (fee)
8. Cheltenham Township based non-profit or civic organization meetings (fee)
9. Non-Cheltenham Township based non-profit organization meetings (fee)

B. Meeting rooms are available during library hours of operation only unless special arrangements are made in advance with the Head Librarian and approved by library administration.

C. All groups are responsible for setting up the room and cleaning up after the event.

D. All groups are financially responsible for any damages or cleaning charges.

E. With the exception of meetings sponsored by #1-3, all meetings must be open to the public and free-of-charge. No fees may be collected and merchandise cannot be sold. Meeting rooms are not available for social events such as parties, family reunions or receptions. Meeting rooms are not available for athletic activities. Light refreshments may be served with permission from the Head Librarian and subject to library policy.

F. All groups with the exception of #1-3 must complete a request form. Rooms cannot be booked more than three months in advance and are limited to one per group per month. The Head Librarian may restrict recurring meetings if necessary to meet library needs. The person completing the application must sign a liability waiver on behalf of the organization they represent.

G. All groups agree to abide by the guidelines outlined in “Policy for Public Events in Library Facilities” (attached) and the Library Behavior Policy.

H. No group will be permitted use of a meeting room if that use poses a potential disturbance to the normal operation of the Library (e.g. excessive noise, a safety hazard, or a significant security risk). The Library Director may also deny the use of meeting rooms to groups that violate meeting room policies.

I. Room rental does not include janitorial services or access to computer or other electronic equipment. Some equipment may be available for an additional charge.

J. Use of library meeting facilities does not constitute endorsement of the group or its tenets by the library system or staff. Publicity should in no way imply that the library is sponsoring the event.

K. The library system reserves the right to cancel or reschedule reservations by outside organizations if the meeting room is needed for library events.

L. Fees must be paid in advance of the meeting or event. If the library cancels the event or closes due to inclement weather or a building emergency, a full refund will be issued. If the organization cancels the event, 14 days’ notice is required for a full refund.

Meeting room policy2016 update

#### 2016-17 Fee Schedule

	Resident Fee	Non-Resident Fee
Elkins Park	\$50	\$60
Glenside	\$35	\$45
Equipment Fee	\$10	\$15