



Meeting Room Policy

Cheltenham Township Library System, Friends of the Library, and Cheltenham Township municipal functions and CTLS partner organizations take precedence for use of meeting spaces and are not subject to this policy. Next priority is given to groups located within Cheltenham Township.

Meeting spaces are available in the Cheltenham Township Library System (hereinafter referred to as CTLS) for use by organizations including non-profits, civic organizations, Cheltenham neighborhood groups and government agencies. For-profit agencies may use the space, but not for the purpose of sales or solicitations. These meeting spaces support the Library's mission to "meet evolving, diverse needs by being the welcoming place in the community where everyone can access resources, share ideas, connect, learn, and grow." A meeting space is available for use only during the operating hours of the Library facility in which the space is located. On a limited basis, with prior approval from CTLS administration and accommodating staff availability, meeting space may be available outside operating hours. In those limited cases, the meeting room fee would be increased to compensate for the number of staff required to be present in the building according to CTLS safety standards. CTLS reserves the right to cancel or amend a reservation as necessary.

Meetings must be free of charge and meeting rooms may not be used by a non-CTLS organization for commercial purposes, including but not limited to for-profit business purposes, garage sales, or flea markets; nor for educational classes for which a fee is charged, without the express permission of the Executive Director or designees. Meeting rooms may not be used for private social functions, such as weddings, memorial services, parties or other social events. Library meeting rooms may not be used for religious services or political campaign events on behalf of a specific candidate. Religious or political groups may use meeting rooms for broader cultural, civic, informational, and educational presentations and activities other than religious services or political campaign events. No charges, fees, collections, fundraising, or solicitations (including donor/pledge forms) are allowed by non-CTLS organizations or individuals on Library property.

All meeting spaces are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Use of library meeting facilities does not constitute endorsement of the group or its tenets by the library system or staff (See final paragraph below for publicity requirements). CTLS reserves the right to decline use of meeting rooms to those organizations

whose activities may interfere with normal Library operations and programs. (e.g. excessive noise, a safety hazard, or a significant security risk).

CTLS allows the use of its facilities with the understanding that the Library accepts no responsibility for the personal safety of any person, either inside or outside a Library building. CTLS is not responsible for damage, loss, or theft of personal property.

All groups agree to abide by the [Library Use Policy](#) and Meeting Room Use Rules (see below).

*A civic organization means: any local service club, veterans post, fraternal society or association, volunteer fire or rescue groups, or local civic league or association of 10 or more persons not organized for profit but operated exclusively for educational or charitable purposes, including promotion of community welfare, and the net earnings of which are devoted exclusively to charitable, educational, recreational or social welfare purposes. Civic organizations should be able to provide a charter and/or by-laws.

RESERVATIONS

Meeting room reservations are requested by submitting a [Meeting Room Application](#). The application must be signed by an official representative of the group who is at least 18 years of age.

Applications may be submitted up to 3 months in advance of the desired date of use, and no less than 24 hours in advance. CTLS staff will confirm the approval of the application to the applicant by email or phone call.

Groups may have up to two reservations at one time; no additional reservations may be made until after the date of the initial reservation has passed. This regulation may be waived for groups acting in partnership with CTLS. Partnership must be approved by the Executive Director. Reservations may be made for up to six (6) partnership events with the Executive Director's approval.

To make the room accessible to as many people as possible, the use of the rooms by an organization other than CTLS or Friends of the Library is limited to one meeting per week.

Fees for use of the meeting rooms are charged according to the fee schedule below. Payment may be made by cash, credit card, or check made payable to Cheltenham Township Library System. Payment is due at least 24 hours before the day of the scheduled meeting. The meeting room will not be considered scheduled until the Meeting Room Application is approved, and payment has been made. If payment has not been received 24 hours in advance, then the meeting will be considered cancelled.

CTLS will not remain open for meeting room use in the event of an emergency closure. 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, forty-eight hours' notice is required for a refund. If the

organization cancels the event with twenty-four hours' notice, half the fee will be refunded by check within two weeks' time or the full fee can be applied to a future reservation. Less than twenty-four hours' notice will result in forfeiture of the fee.

Meeting room reservations end at the time specified in the reservation. Late arrival does not extend the reservation period or alter the scheduled end time.

Meeting room reservations may begin no sooner than 15 minutes after the opening time of the library. Meeting room reservations must end, and the room be restored to its original condition and vacated, no later than 15 minutes prior to the closing time of the library. Reservations may be made for a maximum of three hours. Usage of over three hours can be requested and made available at the discretion of CTLS at an increased fee. Reservation periods must include sufficient time for applicants to set up the meeting space and return it to its original arrangement at the conclusion of its use.

CTLS reserves the right to have a representative attend any meeting held in its facilities to ensure that no unlawful activities or activities contrary to this policy or the Library's Use Policy are occurring.

An individual, group, or organization may appeal the denial of a meeting room reservation request. That decision may be appealed in writing within 10 days to the Board of Library Directors of Cheltenham Township in care of the Board President. The Board will consider the appeal at its next regularly scheduled Board meeting, to which the applicant will be invited. The Board reserves the right to limit the length of public comments as defined in the CTLS Public Comment Policy. The decision of the Board is final.

Fee Schedule

	Elkins Park	Glenside
Cheltenham Township Civic Organization & Neighborhood Groups	\$35	\$25
Cheltenham Township Non-Profit Organization	\$45	\$35
Non-resident Non-Profit or Governmental Agency	\$60	\$45
All For-Profit Organizations	\$125	\$80

****a \$5.00 service charge will be applied to all credit card payments***

Meeting Room Usage Rules

Occupancy limits for meeting spaces are determined by the local Fire Marshal and vary per Library location. Occupancy for Glenside is 49; for Elkins Park, 58.

Organizations using the meeting rooms must comply with all other Library policies, such as the Supervising Children, Smoking, and Library Use policies. Violations of this policy or the Library's Code of Conduct may result in the future denial of meeting spaces use.

The meeting room must be restored to its original state upon completion of use.

- Neither thumbtacks, tape nor adhesive of any kind may be posted directly on the walls or floors of the meeting room or in the halls or on the ceilings.
- No candles, canned liquid cooking fuel or other incendiary materials may be lit or burned in the Library.
- Lights must remain on, and windows/doors may not be covered when those rooms are in use.
- Any meeting with individuals under the age of 18 must have at least one responsible adult present.

Food and Beverages

- Refreshments may be served; however, applicants are responsible for removing their leftover food and/or beverage items, etc. from the Library building and placing trash in containers provided.
- Alcoholic beverages and smoking are not permitted on Library property. One-time events by CTLS or the Friends of the Library may serve alcohol with express permission from the Executive Director and with the appropriate municipal permits and insurance.

Furniture and Equipment

The Library does not provide the set up and take-down of furniture and/or equipment in Meeting Rooms. Users may rearrange furniture and/or equipment within a Meeting Room as long as exits are not blocked. Furniture may not be removed from its assigned space in other parts of the Library. Applicants' supplies and/or equipment may not be stored in the Library. Users must return any furniture and/or equipment to pre-meeting locations and remove all meeting materials or place them in trash containers provided.

Users are responsible for leaving the meeting space in the original condition they found it. If Library staff finds that a Meeting Room has not been returned to its pre-meeting condition, future use of Library meeting space may be denied or conditioned upon receipt of additional payment in an amount that the Library determines will cover the cost to clean the room.

Users must report any damages to Library property and/or equipment occurring during or in connection with their meeting and may be charged for the cost of repairs and/or replacement of Library property or equipment resulting from said Applicants' use of the meeting space. Future use of Library meeting space use may be denied.

Room rental does not include janitorial services or access to computers or other electronic equipment.

Publicity

Users may neither claim endorsement by the Cheltenham Township Library System nor imply that the Library is sponsoring their meeting. Meeting publicity should clearly state that the event is not a Cheltenham Township Library System-sponsored program but may include Library address/location information for attendees. Users should not include Library telephone numbers or logos in meeting publicity. Users must confine meeting activities and distribution of literature and signage to the meeting space reserved. Groups may not link to the Library's social media accounts.

Title	Meeting Room
Date Approved	December 6, 2023
Revisions	2026
Review Date	2029