



The Boyertown Community Library

24 North Reading Avenue, Boyertown, Pa 19512
(610) 369-0496 Fax (610) 369-0542

Meeting Room Policy

I. General Considerations

Boyertown Community Library has a meeting room available for use by community groups. The Board of Directors has the right to limit the use of the community room to meetings, exhibits, seminars, or lectures. The fact that an activity takes place in the community room does not constitute library endorsement of the activity. The Board of Directors has the right to refuse use of the room to any group or individual whose purpose for meeting is not in harmony with the social, cultural, and intellectual purposes of the library.

II. Reservations

Requests for the use of the community room shall be made in advance to the Library Director using the form provided. Booking of the community room is on a first-come, first-served basis with library use taking precedence. The Board of Directors must approve use by any for-profit groups. Reservations should be made by an empowered member of the requesting group at the library.

III. Fees

There is no charge for non-profit organizations, which may be required to prove their 501(c)(3) status. A donation to the library to defray maintenance, utility and staff costs is strongly encouraged. There is no charge for library-sponsored events. These requests will be approved by the Library Director.

The Boyertown Community Library will request a \$100 donation for use from the following groups and/or individuals and require the Board of Directors approval:

- A. Non-community based groups
- B. Fundraising activities
- C. Professional organizations
- D. Profit-making organizations
- E. Social groups
- F. Commercial groups
- G. Religious groups
- H. Personal use (private parties)

The fee is non-refundable and will be paid after Board approval and before the meeting date. Fees may be paid in cash, by check, by debit card or credit card. The library accepts Visa, Mastercard and Discover. If paying by check, payment



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must be made two weeks prior to the event. Should the check be denied by your bank for any reason, a \$30 cash fee will be assessed and the reservation will be cancelled.

IV. Meeting Times

All functions must take place during library hours unless special arrangements are made in advance. There is a four-hour limit for using the room without special approval.

V. User Responsibilities

Groups are responsible for leaving the meeting room in order. If a particular configuration of tables and chairs is required, users are responsible for setting up and returning furniture to the proper locations within the room. Groups are responsible for any damage to the property that occurred during their use.

VI. Audiovisual Equipment

The library will not provide audiovisual equipment. Groups may bring their own equipment. The library takes no responsibility for the loss or damage to any equipment used by the group.

VII. Code of Conduct

In addition to complying with all other Boyertown Community Library Policies, users of the meeting room are required to comply with the following rules:

- A. Groups may not exceed the capacity of the meeting room, which is
- B. No alcoholic beverages are permitted.
- C. No smoking in the building or library.
- D. Adult supervision is required when children are using the room.
- E. Normal operation of the library is not to be disrupted by users of the meeting room.
- F. No posters, tape, or notes, etc. shall be placed on the walls, windows or doors of the meeting room.
- G. No promotional materials may be left in the meeting room or library by community room users.

The Boyertown Community Library Board of Trustees reserves the right to make additional rules and regulations that may be in the interest of the Board or public.



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Approved by the Board of the Boyertown Community Library on 29 April 2013.

Reviewed and amended 10 February 2016

Reviewed and amended 25 July 2018



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BCL MEETING ROOM RESERVATION REQUEST FORM

Requesting Organization _____

Contact Person _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Check one:

Not-For-Profit For Profit (a \$100.00 fee will be required after the date is approved)

Mission Statement of Requesting Organization (attach organizational information as available):

Meeting Room Requested for:

Date _____

Arrival Time _____ Departure Time _____

Projected Number of Attendees _____ (Maximum _____)

Purpose of Meeting:

If approval is granted, I agree that our group will fully abide by the rules and regulations stated in the library's current *Meeting Room and Library Policies*.

Signature _____ Date _____