



# The Boyertown Community Library

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

## Meeting Room Policy

### Purpose

Boyertown Community Library has a meeting room space available on the second floor of the building and in the lower level. Meeting rooms may be available to community groups for meetings or programs of an informational, educational, or civic nature when they are not being used for library purposes.

### Policy

1. Community groups may request the use of a meeting room when it is not needed for library purposes. Use of library facilities does not imply endorsement of the group's viewpoints or beliefs by the Library staff or trustees. Priority is granted to 501(c)(3) organizations for informational, educational, cultural, governmental, or civic programs or meetings. Business and all other organization applications will be considered.

**Fees:** \$50 for 501(c)(3) organizations.

\$100 for all other organizations.

Payment can be made by cash, credit card (Visa, MC, and Discover). Checks will only be accepted if reservation is made two weeks ahead of time.

2. Meetings may be scheduled only during regular library hours of operation. All meetings should conclude at least 30 minutes prior to library's closing time and all attendees must exit the building by the library's normal closing time. There is a four-hour limit for using the room, unless special approval has been granted.
3. The maximum capacity for meeting rooms is 75 (without chairs and tables) or 50 (with chairs and tables).
4. Use of the meeting room must not interfere or disrupt the normal operations of the library, or present a risk or safety hazard to library staff, property or patrons.
5. Groups may not park in the library parking lot. The library parking lot is reserved for staff, volunteers, and patrons. Parking is available in the Town Center lot, in the public spaces behind St. John's and along the street. See the map attached.



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## **Reservations and Conditions of Use**

1. Requests for the use of a meeting room shall be made in advance to the Library Director using the form provided. Booking of a meeting room is on a first-come, first-served basis with library use taking precedence.
2. Reservations should be made by an empowered member of the requesting group, proof of this may be requested.
3. Library staff is not available to assist with meetings or to operate equipment. The library does 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.
4. Children under the age of 9 may not be left unattended or unsupervised in the building by adults attending a program or meeting.
5. Groups or organizations must notify the library if they need to cancel a room reservation so the space can be made available to others. Fees will not be refunded with less than 24 hours' notice.
6. The library reserves the right to cancel any room reservation at any time. Fees will be refunded if the library cancels your reservation.
7. Groups are responsible for leaving the meeting room in order. Any trash generated by the group should be removed and may be placed in the dumpster outside the library.
8. Groups are responsible for any damage to the property that occurred during their use.

## **Code of Conduct**

- A. The use of tobacco, alcoholic beverages or illegal drugs are prohibited.
- B. Adult supervision is required when children are using the room.
- C. No posters, tape, or notes, etc. shall be placed on the walls, windows or doors of the meeting room.
- D. No promotional materials may be left in the meeting room or library by meeting room users.
- E. Voices or computer audio should not be heard outside of the meeting room.



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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

Reviewed and amended 12 June 2019

Reviewed and amended 24 November 2020



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## Study Rooms

The library currently has 3 study rooms available for public use. Study Room 1 is located in the main library and Study Rooms 2 and 3 are located in the children's library. Lights should remain on at all times while room is in use. The following etiquette should be followed while using study rooms:

### Study Room Etiquette

- Study room users shall check in at the circulation desk before using room.
- Non-alcoholic beverages with lids are permitted. Food - Only Small, portable snacks (ex. Granola bars) are permitted. Do not put cups with liquid in the trash can- dump them in bathroom sink before putting in trash or take them out of the library
- Rooms may be reserved for 3 hours at a time, if no one is waiting then, time may be extended with staff permission.
- Unless notified ahead of time, a previously reserved room that has not been occupied within 30 minutes of the reserved time will be made available for other users.
- Reservations may be made up to 6 months in advance
- Maximum Occupancy- no more than 5 adults in a study room at a time
- Cell phones must be turned off or set to vibrate. Use of computers are allowed but volume must be turned low or headphones should be used.
- Voices or computer audio should not be heard outside of study room.
- Please be sure to remove all belongings from room when leaving. Make sure the room is in the same condition you found it in before you leave.

The needs of the library take precedence over group or individual use of study rooms. BCL reserves the right to schedule study rooms for library purposes as needed.

**Approved by the Board of the Boyertown Community Library on 12 June 2019.**



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## BCL MEETING ROOM RESERVATION REQUEST FORM

Requesting Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Check one:

\_\_\_\_ 501(c)(3) (\$50 proof of 501(c)(3) required) \_\_\_\_ other organization (\$100)

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meeting Room Requested for:

Date \_\_\_\_\_

Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_

Projected Number of Attendees \_\_\_\_\_

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 \_\_\_\_\_