Meeting Room Policy for Non-Library Events

Brandywine Community Library
Policy Updated: 5/22/25

General Considerations

Brandywine Community Library has a meeting room available for use by community groups. The Library Board has the right to limit the use of the room to meetings, exhibits, seminars, or lectures. The fact that an activity takes place in the room does not constitute library endorsement of the activity. The Library Board 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.

Reservations

Requests for the use of the room shall be made at least four weeks before the date of the function on the form provided. Booking of the room is on a first-come, first-served basis with library use taking precedence. No other space is available for non-library use meetings. The Board must approve use by outside groups.

Fees

There is no charge for non-profit organizations, which may be required to prove their 501 C(3) status. Donations are accepted. There is **no charge for library-sponsored events**.

There will be a flat $50 fee for use from the following groups and/or individuals:

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. Instructional purposes

The fee is non-refundable and will be paid after Board approval and before the meeting date.

Meeting Times

All functions must take place during library hours and must end 30 minutes before the library closes unless Board makes special arrangements. There is a two-hour limit for using the room without special approval.

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. Lights and equipment are to be turned off. Groups are responsible for any damage to the property that occurred during their use.

Telephone and Audiovisual Equipment

The library will not provide telephone or audiovisual equipment. Groups may bring their own audiovisual equipment but there is not a dedicated phone line.

Code of Conduct

In addition to complying with the Brandywine Library Code of Conduct Policy, users of the meeting room are required to comply with the following rules.

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

Rules and Regulations

All applicants are subject to the rules and regulations listed below.

- The meeting room cannot be used for personal events such as birthday parties, baby showers, etc.
- Use of the library meeting room does not imply endorsement by the library staff or Trustees of the viewpoints presented.
- All publicity including announcements, press releases, flyers, etc. must include the following statement: “This event is not sponsored by the Brandywine Community Library.”
- A copy of publicity must be provided for our records.
- No programs may be disruptive of the library or its functions.
- There should be no more than 16 people in the meeting room for an activity/event.

The Brandywine 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.