
Meeting Room Policy

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Purpose:

Muhlenberg Community Library (MCL) has two (2) rooms intended for library-sponsored activities. When not in use, these rooms are available to individuals, community groups, organizations, and businesses for civic and educational events.

- Programs planned by the MCL take precedence over any outside meeting requests.
- The meeting rooms should be booked at least two (2) weeks in advance.
- MCL reserves the right to accept or reject requests for room use for any reason.
- Use of the meeting rooms does not constitute an endorsement of the group's policies or beliefs.
- The meeting rooms may not be used for solicitation by outside organizations for party caucuses, political campaign purposes, or as a mailing address or headquarters for any organization.
- The meeting rooms may not be used for any religious services or sales promotions.
- All meetings or events held in MCL by outside groups must be free of charge.
- MCL reserves the right to discontinue use of the facility by an organization that has created a disturbance, caused damage, interfered with MCL operations, or for any other reason.
- MCL personnel must have free access to the meeting rooms at all times. MCL retains the right to monitor all meetings and events conducted on the premises to ensure compliance with all regulations.

Regulations:

- **Occupancy:** MCL has 42 chairs and eight (8) 2.5' x 6' tables. Maximum occupancy for the Community Room is 60 people, and for the Teen Room is 30 people. Additional tables and chairs may be available.
- **Equipment:** MCL provides chairs, tables, and wireless Internet connection. Projector use is limited and must be requested on application. Laptops are available at the circulation desk for library patrons for in-house use.
- **Storage:** All items belonging to the group must be removed at the conclusion of each event. No storage is available.
- **Room condition:** The group is responsible for leaving the room clean and orderly, and returning the tables and chairs to the formation indicated on the posted Set Up plan. Organizations will be billed if facilities must be cleaned. No custodial service is available.
- **Time limits:** Meeting/programs (including cleanup) may not extend beyond MCL's closing time. Reservations should include 15-30 minutes before and after the event time for setup and cleanup. The group will be billed if staff time is needed beyond closing time. The rooms are available during regular library hours only. Doors do not open before the library opens, and the room must be vacated 15 minutes prior to the library closing. Our current hours are listed on our webpage at muhlenbergcommunitylibrary.org or by calling 610-929-0589.
- **Payment:** Payment for the room and proof of nonprofit status (if applicable) must be submitted with the application.
- **MCL Cancellations:** MCL reserves the right to cancel any function due to inclement weather, power failure, or other unforeseen circumstances. MCL closures will be posted to WFMZ.com and MCL's Facebook page. If MCL closes, the use of the Meeting Rooms are automatically cancelled and a credit or refund will be issued. MCL will not be held responsible for any cost(s) incurred as a result of cancellations.
- **Organization Cancellations:** If the organization cancels its meeting/program, it must notify MCL no less than one (1) week in advance of the event. No refunds or credits will be issued if event is canceled by the organization.
- **Publicity:** MCL requires that meeting/program publicity include the following statement: "The views of this program are not necessarily endorsed by the Muhlenberg Community Library." MCL's phone, fax number and email address may not to be included in any publicity.
- **Registrations:** MCL is not responsible for registering participants for the scheduled meeting/program.

- **Prohibited:**
 - Attendees may not leave children unattended.
 - Maximum room capacity may not be exceeded.
 - Nothing may be attached to the walls, ceiling, or furniture.
 - No alcoholic beverages, smoking, vaping, controlled substances, or gambling.
 - Lighted candles or flames may not to be used within MCL.
 - Activities, including noise level, must not interfere with normal library operations.
 - MCL assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
- **Compliance:** Failure to comply with this policy may result in the cancellation of, or denial of, future reservations, financial liability for damages, and/or removal from the library.

Application Process:

- **Reservations:** Form must be completed by an authorized representative of the group who shall attend the meeting, and be responsible for the conduct of the attendees and for any damages. Reservations are not considered for more than six (6) months in advance. Applicants will receive written notification confirming or denying requested dates.
- **Scheduling:** The signed application, room fee, and Certificate of Insurance must be received prior to scheduling.
- **Liability:** The requesting organization hereby agrees to indemnify, defend and hold harmless MCL, its board members, employees and volunteers from any and all liability, claims and damages (including personal injury).
- **Insurance:** Use of the MCL Meeting Rooms will only be permitted where the organization provides a current Certification of Liability Insurance with minimum coverage of \$1,000,000 bodily injury and \$500,000 property damage prior to the event. Individuals and organizations that are unable to supply a current Certification of Liability Insurance are required to sign and submit a Waiver of Indemnification with the application.
- **Exceptions:** Any exceptions to the Meeting Room Policy must be cleared with the Library Director.

Emergency Procedures:

- **Fire Safety/Extinguisher Usage/Emergency Exits-** in the event of a fire or fire alarm, all participants should leave immediately via the closest exit. Fire extinguishers and pull stations are located throughout the library. Extinguishing a fire should only be attempted if your personal safety is not jeopardized.
- **Medical Emergencies-** Call 911 and notify MCL staff. Staff can provide access to a basic First Aid Kit if needed.
- **Power Outages/Water Leaks-** Notify MCL staff immediately.

Rental Fees per Hour

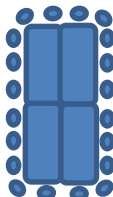
	Community Room	Teen Room
Nonprofit Base Fee	\$10.00	\$5.00
Business/For profit/Individual Base Fee	\$15.00	\$10.00
<i>Other fees that may apply.</i>		
<ul style="list-style-type: none"> • A \$25.00 cleaning fee will be charged for groups wishing to allow food and drink. • Replacement fees will be charged for damaged or missing equipment. • A 50% discount for non-profits scheduling for a reoccurring program that meets two or more times a month over a six (6) month period, if paid and reserved in one transaction. 		

Room Setup

Groups may rearrange chairs and tables to fit their needs, but are responsible for returning the room to the standard setup. To access the extra tables and chairs, please ask a staff member at the front desk to assist.

- **Community Room** – Standard setup is Conference Style with 4 tables and 20 chairs. (See diagram below.)
- **Teen Room** – Standard setup is Herringbone Style with 2 tables and 16 chairs. (See diagram below.)

Conference Style Set Up



Herringbone Style Set up





3612 Kutztown Road, Laureldale, PA 19605
 610-929-0589
 www.muhlenbergcommunitylibrary.org
 muhlenbergcl@berks.lib.pa.us

Meeting Room Application

Organization name: _____ Contact Person: _____ Title: _____

Non-profit organization For-Profit organizations

Mailing Address: _____

City, State, Zip Code: _____

Telephone: _____ Email: _____

Program Description: _____ Estimated Attendance: _____

Date(s): _____ Time (include 15-30 minutes for setup/takedown): _____

Will you need the use of a Projector? Yes _____ No _____ **Will you need the use of a Laptop?** Yes _____ No _____

Will attendees have any refreshments? Yes _____ No _____ (If Yes, include a \$25 Cleaning Fee.)

<i>Room Rental Fee (Multiply days by hours by base fee.)</i>	\$ _____
<i>If attendees will have refreshments, add \$25.00.</i>	+\$ _____
<i>Deduct 50% if non-profit with reoccurring program.</i>	-\$ _____
Total Rental Fee Owed	\$ _____

Statement of Responsibility: I have read the MCL's Meeting Room Policy and agree to abide by these and all other terms and conditions as set forth and hereby acknowledge receipt of a copy of the Policy. I understand that our group shall assume financial responsibility for any equipment, clean up, damages, or any other expenses incurred by use of MCL. I understand that Meeting Rooms may not be used for solicitation of the public. I understand that we will be responsible for our group and its guests while using the MCL's facilities. I agree to report any injuries or accidents occurring on the premises to the MCL staff. I agree to observe all MCL policies while using any meeting room.

Hold Harmless: The requesting organization hereby agrees to indemnify, defend and hold harmless MCL, its board members, employees and volunteers from any and all liability, claims and damages (including personal injury) as a result of use of MCL. Further, I hereby agree to defend, indemnify, and hold harmless MCL from and against any and all liability, loss, damage, suit, claim, demand, costs, attorney's fees, and expenses of whatever kind or nature which MCL may directly or indirectly incur, suffer or be required to pay by reason or in consequence to the intentional or negligent act or omission of our group, its agents, employees, or contractors.

I have included a copy of the Certificate of Insurance. I have completed the Waiver of Indemnification.

I have included payment via cash; or check made payable to: Muhlenberg Community Library

Date: _____ Signature: _____

Print Name: _____

STAFF USE ONLY

Date/Time Scheduled: _____

Payment Collected: Check amount _____ Cash Amount: _____ N/A reason _____

Certificate of Insurance: Yes, attached N/A, reason _____

Date Confirmed/Staff Signature: _____

Waiver of Indemnification

Instructions: This form must be completed and on file prior to the commencement of any related activities by the individual, group, or organization involved.

Residents, groups and organization are expected to comply with all policies, rules and regulations set forth by the Board of Trustees of the Muhlenberg Community Library, and any State or Federal Law. As such, I understand that any violation thereof may result in the prohibition of my/our future use of MCL's facilities, or, if applicable, the assessment of civil or criminal penalties in accordance with State and Federal laws.

Further, I understand that by using MCL's facilities, I agree to release the Muhlenberg Community Library, its agents and employees, from and against any and all liability, loss, damages, suits, claims or actions, to the maximum extent permissible by law, arising out of such use. Further, I hereby agree to defend, indemnify, and hold harmless Muhlenberg Community Library from and against any and all liability, loss, damage, suit, claim, demand, costs, attorney's fees, and expenses of whatever kind or nature which Muhlenberg Community Library may directly or indirectly incur, suffer or be required to pay by reason or in consequence to the intentional or negligent act or omission of

Name of Organization _____ its agents, employees, or contractors.

Signed By: _____

Address: _____

Phone: _____

Email: _____