



3612 Kutztown Road
Reading PA 19605
610-929-0589

Program Space Use Policy

Use of the Muhlenberg Community Library Program Room, Teen Room and/or a non-private section of the library is primarily for programs conducted or sponsored by the Library, and secondarily, for programs of established and recognized institutions, groups, and associations with educational, cultural, or civic purposes. The fact that a group is permitted to use one of the Program Spaces does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All meetings must be free of charge and open to the public.

Programs that are planned by the Library take precedence over meetings of outside groups. The Library reserves the right to pre-empt the use of any Program Space with or without advanced notice. If the Library can no longer accommodate a previously approved reservation in any of Program Spaces (including non-private sections of the library), then the Library will notify the organization with as much advanced notice as we are able to provide.

As long as space is available and there is no conflict with other Program Space requests, requests for regular reoccurring meetings of the same group will be considered; however, in fairness to the numerous groups of the community, reservations are taken not more than six (6) months in advance. Exceptions may be made by the Library Director for extenuating circumstances. A new Application for Use of Program Space must be completed and approved for each new request. All organizations that use one of the Program Spaces must complete a new Application for Use of Program Space no less than once a year.

APPLICATION: Formal application for use of a Program Space is made by submitting an Application for Use of Program Space form to the Library Director at least one (1) month before desired date. An individual responsible for the meeting must complete and sign the application form. Permission is granted at the discretion of the Library Director. Reconfirmation of the meeting must be made with Library Staff at least one week prior to the meeting. Change of meeting dates and/or times must also be cleared by the Library Director, and may require completing another Application for Use of Program Space form.

Requested dates are NOT confirmed by completing and submitting the Application for Use of Program Room. All applicants will receive written notification from the Muhlenberg Community Library confirming or denying requested dates.

INSURANCE: Use of the Muhlenberg Community Library Program Room 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. The Certification of Liability Insurance must be submitted prior to using the Program Space. Individuals and organizations that are unable to supply a current Certification of Liability Insurance are required to sign a Waiver of Indemnification prior to using Library facilities.

GENERAL RULES OF USE:

1. The Program Space may not be used for religious services, sales promotions, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services.
2. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public.
3. All meetings must be held during the Library's regular hours of operation. Programs should be planned so that the Program Space will be vacated 15 minutes before closing time.
4. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the Program Space.
5. Individuals or groups using the Program Space shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.
6. Attendance at authorized meetings may not exceed the maximum Program Space capacity of 21 seated or 46 standing.
7. Programs with groups of children or teenagers must be supervised by one adult for every ten children/teens. The supervising adult must remain with the children/teens at all times.
8. No cooking may be done or food served without approval of the Library Director. No alcohol may be served at any time. No smoking is permitted. Burning of any materials, including incense and candles, is prohibited.
9. Program Spaces must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.
10. No games of chance may be played.
11. Meetings must be conducted in such a way as to not disturb Library operations.
12. Use of audio-visual equipment must be arranged at time of reservation.
13. Library personnel will not move or rearrange heavy equipment.
14. The Library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
15. The applicant accepts liability for either damage to Library facilities or loss of Library property.
16. The Library reserves the right to close due to adverse weather conditions and will attempt to notify the applicant.
17. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
18. Library personnel must have free access to the Program Spaces at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with these regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space. Meetings in progress that are observed to be in violation of this policy will be terminated immediately.
19. Suggested donation is \$10 per hour of usage.



3612 Kutztown Road
Reading PA 19605
610-929-0589

For Internal Use Only

Approved by: _____

Date: _____

Authorized Signature: _____

Application for Use of Program Space

Date(s) Requested: _____ Time Requested: _____ to _____

If requesting reoccurring dates for one to six months, please list all dates that you will NOT hold meetings during the time frame you request.: _____

Organization: _____

Person Applying: _____ Position in Group: _____

Address: _____

Telephone: _____ Email: _____

Type of Meeting: _____ Activity: _____

Any Special Requirements or Equipment Needed: _____

Expected Attendance: _____ (Program Space: 21 seated, 46 standing.)

Will Refreshments Be Served: _____

_____ Certification of Liability Insurance OR _____ Waiver of Indemnification

Applicant understands that requested dates are NOT confirmed by completing and submitting this application. All applicants will receive written notification from the Muhlenberg Community Library confirming or denying requested dates.

The applicant agrees that the Program Spaces will be left in acceptable, un-littered condition and table and chairs returned to the positions in which they were found. The applicant accepts liability for either damage to Library facilities or loss of Library property.

The Library assumes no responsibility for equipment or personal articles belonging to applicants or their guests.

Date: _____

Signature: _____



3612 Kutztown Road
Reading PA 19605
610-929-0589

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 the Library'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 the Library'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 save harmless the 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 the 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: _____