

Free Library of New Hope and Solebury

Management Policy

Library Use for Meetings

Policy Statement

The Free Library of New Hope and Solebury manages its space to ensure that all patrons have the highest quality library experience.

The small meeting room (the “Community Room”) is used primarily to support library programs, meetings and other activities. When not required for library use, the Community Room may be reserved by groups, including informal groups and non-profit and for-profit organizations (collectively, “groups”), for their own internal purposes.

Tutors may meet quietly with one or two students at tables on the first floor, if such tables are available. A group of no more than four individuals wishing to hold a quiet, informal meeting may also use those tables. No reservations shall be made for use of tables on the first floor. Tables are available to all patrons on a first-come, first-served basis.

Space on the library's second floor, except in the Community Room, may not be used for outside group meetings or work. Such space is reserved for individual use only.

Additional Rules Governing Group Use of Library Space

1. Use of the Community Room and all other space in the library is governed by the library policies, including, but not limited to, *Library Behavior Policy (CUS 2)*, the *Programs in the Library Policy (GVS 1)* and the *Co-Sponsored Programs in the Library Policy (GVS 2)*. Use of any space in the library must not interfere with operations of the library or require care or service beyond what is normal and routine for library operations. The Director, at his or her discretion, may ask any group to discontinue use of any library space, if that group's conduct, including noise made by the group, is interfering with the library experience of other patrons or is otherwise in violation of any library policy.
2. No part of the library may be used by outside groups for social events or for events where participants pay to attend. An outside group may not use the library for a public event unless the library has explicitly agreed to co-sponsor the event in accordance with the *Co-Sponsored Programs in the Library Policy (GVS 2)* or unless the Director and the Board of Trustees have explicitly made an exception. Unless otherwise approved in advance by the Director, no space in the library is to be used by outside groups or individuals for fundraising or for the sale of goods or services or the recruitment of, or marketing to, prospective commercial clients.
3. Outside groups may not use the library's name, address or telephone number as their official contact information. Outside groups may not publicize their meetings or events in such a way as to imply library sponsorship or that the meeting is open to the public. Use of library space does not in any way constitute the library's endorsement of the beliefs or ideas expressed by

groups using the space.

4. The library is not responsible for equipment, supplies, materials, or any other personal property owned by those using library space, and all such items must be removed immediately after use of that space. Groups using the Community Room or any other space in the library are responsible for meeting set up and for leaving the space in its original condition, prior to the meeting. The library is not responsible for any administrative activities related to outside group meeting attendees, including, but not limited to, registering attendees, canceling attendee registration or coordinating activities. A fee, determined by the Director and approved by the Board of Trustees, will be charged in the event that any library space is not returned to its original state following use. Groups may not hang items on library walls, use open flames of any kind in the library, bring alcohol on to library property or otherwise violate any library policy.
5. A group may not sublet or transfer its rights to use the Community Room to any other individual or group.
6. An adult applicant, 18 years of age or older, will be responsible for any groups of children under the age of 18 using the Community Room. Unless otherwise approved in advance by the Director, an adult must be present at all times in the Community Room with any groups of children under the age of 16.
7. All meetings must be held during the library's hours of operation and must end fifteen minutes before the library closes. A fee, determined by the Director, will be charged in the event that the library staff must remain in the library beyond hours of operation, because of a group or individual using the Community Room.
8. The Director may deny continued use of the Community Room or other library space to groups that violate this *Library Use for Meetings Policy (MNG 13)*, the *Library Behavior Policy (CUS 2)*, posted in the Community Room and available at the circulation desk, or any other library policy.

Community Room Reservations and Fee Schedule

The Community Room is intended to be self-supporting. To reserve the Community Room, for-profit groups will be charged \$15 and all other groups will be charged \$5, which will cover the library's maintenance and overhead costs. The Director may waive the fee at his or her discretion.

A Community Room Reservation Application must be completed, signed and provided to the Director, with applicable fees, no later than one week prior to the requested date of use. The Director will determine how far in advance of a meeting a group may submit a Reservation Application. The Reservation Application is located on the library's website, and hard copies of the Reservation Application are available at the circulation desk. Any individual who submits a Reservation Application must be 18 years of age or older, unless otherwise approved in advance by the Director, and will be held responsible for the conduct of the group. A separate application must be submitted for each use of the Community Room.

Cancellation of Group Meeting and Denial of Reservation Application

An individual who completes a Reservation Application for the Community Room is responsible for prompt notification to the Director if his or her meeting is canceled. In order to receive a refund of fees, notice of cancellation must be received at least 72 hours prior to the scheduled use. The library reserves the right to deny use of the Community Room to groups that frequently cancel meetings or fail to notify the Director of cancellations. An individual who reserves the Community Room is responsible for notifying attendees if the scheduled meeting is canceled. The library is not required to post information about such cancellations.

The Director reserves the right to cancel any reservation or deny any Reservation Application. An appeal of this decision can be made to the library's Board of Trustees at 93 West Ferry Street, New Hope PA.