

THE  
HELEN KATE FURNESS  
FREE LIBRARY

100 N. Providence Road, Wallingford, PA 19086 · [www.hkflibrary.org](http://www.hkflibrary.org) · 610-566-9331

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## **Meeting Room Use Policy**

### **Purpose Statement**

Meeting rooms of the Helen Kate Furness Free Library may be used for informational, educational, cultural, charitable, and civic purposes. Use of the Library's meeting rooms does not constitute Library endorsement or approval of viewpoints expressed by participants in the program.

### **The Library's Meeting Rooms**

The Library has two meeting rooms:

- Chadwick Auditorium has a maximum occupancy of 65, and
- Bonnell Community Meeting Room has a maximum occupancy of 20.

### **Meeting Room Use Guidelines**

- A. Meeting rooms are available to the public on a first-come, first-served basis for use at times that do not conflict with daily operations of the Library or Library programming.
- B. Reservations must be made in advance using the appropriate application. Suggested contributions may be paid in advance or at the time of sign-in by cash, check, or card.
- C. Notice of cancellation must be received at least 24 hours in advance. Repeated failure to do so may jeopardize future reservations. Reservations will be held for fifteen minutes after the beginning of the reservation and will be cancelled after that time.
- D. Meeting rooms may be reserved for a maximum of three (3) hours unless prearranged; extensions may be permitted upon request if space is available.
- E. Reservations may be made up to 60 days in advance.
- F. An individual or group may have up to three (3) reservations scheduled at a time.
- G. Meetings may be scheduled during the Library's hours of operation and must end 15 minutes prior to closing time.
- H. No money or goods may be exchanged in the course of meeting room use and attendees may not be charged to participate. The intent of this policy is that individuals or groups may not conduct transactions for profit in the meeting rooms.
- I. Group size may not exceed the occupancy limit of the room.
- J. The Library staff is not able to serve as a point of information for patrons with questions regarding meetings other than providing directions to a meeting.

- K. The Library reserves the right to cancel a reservation should conditions or situations arise which warrant such action.
- L. The Library reserves the right to attend any meeting or event held in the meeting rooms.
- M. The Library reserves the right to refuse use of the rooms to individuals or groups who do not adhere to Library policies or meeting room terms of use or are disruptive to normal Library operations.
- N. The Library reserves the right to modify this policy and guidelines as necessary.
- O. The Library bears no responsibility for personal injury to any member, affiliated persons, guests, or licensees of the group. In addition, the Library assumes no responsibility for loss or damage to supplies or other items belonging to groups using the meeting rooms.

### **User Responsibilities**

- A. Users and groups must confirm and accept the Meeting Room Use Policy prior to each use.
- B. All users and groups with reservations should check in with Library staff at the front desk upon arrival.
- C. Any materials promoting an event or meeting held in a Library meeting room (for example, flyers or posters) may list the Library as the location but may not imply Library sponsorship, unless pre-arranged as a co-sponsored event with the Library.
- D. Users are responsible for room setup, including arrangement of tables and chairs. Users are also responsible for cleanup, including returning furniture to its original placement, placing trash in wastebaskets, and wiping tables.
- E. In the case of inclement weather, individuals and groups are encouraged to check [HKFLibrary.org](http://HKFLibrary.org) for closing information.
- F. Lighted candles or flames, because of fire hazard, are not to be used within the meeting rooms.
- G. Nothing may be tacked, pasted, or taped on the walls or furnishings.
- H. Refreshments may be served. With the exception of brewing coffee or heating water, cooking or food preparation is not generally allowed. Intoxicating beverages are not generally allowed. An exception may be made if the reserving group has proof of sufficient liability insurance.
- I. Attendees must make arrangements for childcare. The Library cannot assume responsibility for supervising children.
- J. The individual placing the reservation request is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation.

### **Non-qualifying Meeting Room Uses**

- Political campaign purposes (political forums, committee meetings, and listening posts are permitted)
- Weddings, showers, reunions or individual/private parties, banquets
- Selling or fundraising is prohibited in the Library's meeting rooms and lobby except for events that benefit the Library.

### **Suggested Contributions for Meeting Room Use**

Although there is no charge for such uses, a voluntary contribution to help fund the operation and maintenance of these facilities would be appreciated.

Examples of each group include but are not limited to:

- Individual = personal use
  - No suggested contribution
- Community Group = book clubs, study groups
  - No suggestion contribution
- Nonprofit = local non-profit organizations hosting independent programs
  - \$10 Bonnell; \$20 Chadwick
- For-Profit = business meetings
  - \$40 Bonnell; \$75 Chadwick

### **Non-discrimination Statement**

The Helen Kate Furness Free Library is committed to ensuring equal opportunity to all persons, and does not discriminate or condone discrimination against any person on the basis of race, color, ethnicity, national origin, ancestry, citizenship status, religion, sex, gender, marital status, sexual orientation, gender identity or expression, age, military or military veteran status, housing status, disability, medical or genetic information, pregnancy, or any other characteristic protected by local, state, or federal law.

*Adopted June 2010*  
*Revised March 2015*  
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