

**Meeting Room Policy**

# (March 2023)

The Alexander Hamilton Memorial Free Library (AHMFL) subscribes to the principal set forth in the American Library Association Bill of Rights as amended January 23, 1980.

Thank you for your interest in using our library meeting rooms. We are pleased to share our space with you. We provide meeting room space for library programs, and for other meetings and programs of an informational, educational, cultural, or civic nature. We invite community groups, businesses, nonprofits, and individuals to use the rooms available, subject to the following policy and guidelines:

* AHMFL does not endorse the views or opinions of groups utilizing these facilities.
* AHMFL meeting rooms will be available for legitimate community purposes that do not interfere with other individuals, use of library programs, spaces, or services.
* Meeting meetings held in at AHMFL are subject to health and safety requirements of the Pennsylvania Department of Labor and Industry for public gatherings.
* Note: Only adults may reserve reading meeting room facilities. The total room fee is payable upon reservation approval and is not refundable. There is no Pennsylvania sales tax collected. A photo ID is required to rent a meeting or community room. Absolutely no illegal activity permitted. We are a smoke, vape, alcohol, and drug-free property. No weapons are permitted on the premises to the fullest extent, allowable by Pennsylvania law. The library cannot store your items from meeting to meeting.
* Nonprofit groups receive 50% off all rental fees. You must provide proof of nonprofit status. Rental fees are due once the application is approved. Cash or check is acceptable. A receipt will be provided.
* The sponsoring organization or individual assumes all responsibility for damage to AHMFL property and for leaving the space the way they found it, including arrangement of furniture and trash removal. A fee of $100 will be assessed for failure to comply with cleanup requirements.
* Third-party exercise classes and the use of candles or open flames of any kind is not permitted on the premises for insurance reasons. Any non-library groups expecting attendance in excess of 20 people must provide a certificate of $1 million liability insurance coverage.
* Only service animals are allowed on library property, except as approved for library programs. Falsification of any information on the application will result in termination of privileges.
* Tutoring: A room will be made available for tutoring. If the tutor is an adult, paid tutor, they must submit a copy of their child abuse clearances, and will be assessed a fee of $10 an hour. If the tutor is school-age, there is no charge for the space.

**AHMFL has the following rooms available for meetings:**

* **Jane’s Tea Room.** A meeting room that holds six at the table and could easily fit another four chairs in the space. Very comfortable room, main level of the building, lots of natural light.

Surrounded by beautiful tea, pots, cups and saucers. Tea, sugar, stirrers are available. Rental $50 for two hours. Located on the main level, easily accessible for anyone with mobility considerations.

* **The Nora Roberts Room.** Holds four at the table, however, an additional two chairs could be brought in to be used at the table. The room holds our magazines and newspapers, there is a sofa and several comfortable chairs in the adjoining room. This room is well-suited for casual meetings, book, clubs, general conversation, the room does not have doors to close at all from the rest of the library. Natural light brings warmth to the space. No food is permitted; covered drinks are allowed. Rental $35 for two hours.
* **The Kenton and Audrey Boyles Meeting Room.** up to eight people, six at the table with an additional two chairs. Located on the second floor. Not handicap accessible. Conference-style room in the original part of the building. Very nice meeting space. Food and covered drinks permitted. Rental $40 for two hours.
* **Spangler Community Room Sides A and B.** Side A is across from the kitchen. Side B is closer to the fiction room. A divider can be closed to separate the rooms. Second floor; handicap accessible and private. Can hold up to 70 people, rooms can be configured in multiple ways. Tables and chairs are available. Projector and screen also available. Food and drink permitted during events. Great size for birthday parties or weddings. Rental $50 for two hours per side or $100 for the entire room.
* **Special Collections & Meeting room.** Not handicap accessible. A private location for small interviews, tutoring or meetings. $20 an hour.

Use of the kitchen to prep cook or warm up foods is an additional $35. Use of the kitchen to store food in fridge or use of the sink to clean at no additional fee.

In the event your meeting activity runs over, a fee of $15 will be added to your room rental every 15 minutes. Other activities may be scheduled, and we need the room available as scheduled.

A staff member will inspect the rooms prior to your departing the building for your benefit. At that time, if anything is damaged or isn’t returned it can be addressed. In the event that you leave prior to a staff member’s inspection and additional fees need to be collected (cleaning or damage fee for example) a bill with mailed to you and be due within 30 days of the postmark on the envelope. If the fee is not received, legal action will be taken.



**Meeting Room Application**

# (March 2023)

Name of Applicant

Phone Number, Email

Street Address, City, State, Zip

Name of Organization (if applicable)

Position in Organization

Type of Use (check one)

* Business  Nonprofit  Personal  Library Partner

Type of Meeting (check one)

* Educational  Cultural  Fundraising  Private

Description of Room Use:

Event date

Start time for setup: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start time for event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End time for event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End time for cleanup: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of hours room is needed: \_\_\_\_\_\_\_\_\_\_

Expected number of attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment needed (check all)

* Projector  DVD Player  Computer  Microphone/Speaker

Kitchen access needed:  Yes  No

Alternate contact person, phone number

Initial below:

\_\_\_\_\_\_\_\_\_\_ I agree to return the room to the way I found it \_\_\_\_\_\_\_\_\_\_ I agree to take the trash out when event is over

\_\_\_\_\_\_\_\_\_\_ I will communicate any special requests at least a week before the event via email

The undersigned agrees to assume all responsibility for the preservation of AHMFL, and liability for any damage thereto, and for the observance of all policies, rules, and regulations, and further releases the AHMFL, and the respective officials, employees, and agents from any liability of any kind whatsoever arising out of participation, organization, and or sponsoring the use of the AHMFL meeting, conference, or event rooms. The undersigned further agrees to hold harmless all the aforementioned parties from and against any and all actions, causes of action, losses, damages, liabilities and claims, and all fees, costs and expenses of any kind related thereto (including without limitations, reasonable attorney’s fees) arising out of or resulting from claims is based on or related to participation, organization, and or sponsorship of the use of the AHMFL.

Signature of Renter/Responsible party, Date

Signature of Operation and Human Resources Manager, AHFML, Date