

Horsham Township Library Meeting Room Policy

Meeting Room Policy

Meeting space is available to individuals or organized groups. Requests for use of meeting space should be made at least one month in advance by completing an application form available from the library and downloadable from the library's website. It is advisable for reservers to contact the Circulation Manager prior to completing paperwork to settle questions about availability or room charges in advance.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff, Library Board or Horsham Township. In their publicity, groups should make clear that the library is the **location** of the meeting, not the **sponsor** of the meeting. **This includes not using the library's address as a return address on promotional materials.**

Meeting space may be reserved no more than ninety (90) days in advance. Programming planned by the library, Friends of the Horsham Library, and Horsham Township will have priority over all other uses of meeting space.

A non-refundable application fee of \$10.00 (cash or check only) is required for all reservations. A "fresh" check must be provided with each individual reservation. In addition to the deposit, some fees for use of meeting space may apply. Please refer to the section on fees below for more information on charges.

Refreshments may be served and are to be provided by the group. No smoking/vaping is allowed. No alcohol is permitted. Any trash generated during the course of the meeting must be cleaned up or the deposit will be forfeited, and a new deposit required for future reservations.

Meetings may be scheduled only during regular library hours of operation. All meetings should conclude 15 minutes prior to the library's closing time and all attendees must exit by the library's normal closing time, through the main entrance. The people using the room must leave it in a neat, clean, orderly condition; if not, the reserver may be charged a cleaning fee?

The library provides a limited number of tables and chairs for use in its meeting rooms. The people using the room will be responsible for setting up or arranging tables and chairs to suit their purposes. Table/chair requirements, as well as projection screen requirements must be communicated in advance, via the reservation form.

Room reservers may not open or close the folding partitions which divide the meeting rooms. All re-configuration of the folding partitions must be done by library staff only due to liability issues.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

Fees:

A non-refundable reservation fee of \$10.00 per room is due with each reservation application, regardless of the nature of the group or meeting.

A user fee may be charged for each section of the meeting room (i.e. Room A, Room B, Room C, with use of multiple sections requiring payment of a fee for each) according to the following fee schedule:

	Resident Non-profit	Resident NP with Collection	Non-resident/For-profit
Meeting Room	free	\$20/ hour (1 room) \$40/hr (2 rooms) \$50/hr (3 rooms)	\$40/ hour: 1 room \$60/hour: 2 rooms \$80/hour: 3 rooms

The following groups are charged at the resident, non-profit rate (documentation required):

- Horsham Township Council, advisory boards, authorities and committees, Horsham Township operating departments, Horsham Fire Company and Hatboro-Horsham School District.
- Youth sports organizations (when not charging for registrations or collecting funds or donations)
- County, State, Federal, elected officials representing Horsham Township
- Community, civic or political organizations located within Horsham Township
- Home Owners Associations located within Horsham Township
- Non-profit organizations and Churches located within the boundaries of Horsham Township
- Unincorporated groups located within the boundaries of Horsham Township that otherwise meet eligibility criteria as a charitable organization under the PA Solicitation of Funds for Charitable Purposes Act.

The following groups are charged a small fee for room use when funds/donations are collected during their meeting:

- Youth sports organizations and other community or civic organizations located within Horsham Township for activities and/or events where an admission or registration fee is charged, a donation is solicited, or funds are being raised.

The following groups are charged the non-resident, commercial rate:

- Private citizen (resident or non-resident)
- For-profit Organization (resident or non-resident)
- Business and Commercial organization (resident or non-resident)
- Non-profit, political, non-community agency or organization located outside the boundaries of Horsham Township

Horsham Township Library
Meeting Room Reservation Form

- Meeting space is available to individuals or groups. Requests for meeting space should be made at least one month in advance and not more than 90 days in advance of your event date. We will try to accommodate requests made with less lead time, but cannot guarantee space.
- **Library, Recreation, and Township programs take priority.** Reservations for outside groups are made on a first come, first served basis.
- **Some fees may apply, and no room can be held without a reservation fee.** Reservation fees must be made by cash/check. Room payments can be made by cash, check or credit card; we do NOT accept AmEx.

Group/Individual Name: _____

Contact Name (if different from above): _____

Group's Mailing Address: _____

City: _____ Zip Code: _____

Is the group located within Horsham Twp.? yes no (check one)

Is the group a non-profit? yes no (check one)

If yes and based in Horsham Twp., you may be asked to provide a copy of PA Public Disclosure Form BCO-23, PA Bureau of Charitable Organizations Registration BCO-10 OR proof of 501(c)(3) status.

If no, see the following fee schedule for Meeting Room Reservationssm:

1 Room (up to ~40 people)	\$40 per hour
2 rooms (up to ~80 people)	\$60 per hour
3 rooms (entire space, up to ~180 people)	\$80 per hour

If yes, and you are accepting payments or soliciting donations, see the following fee schedule for Meeting Room Reservations:

1 Room (up to ~40 people)	\$20 per hour
2 rooms (up to ~80 people)	\$20 per hour
3 rooms (entire space, up to ~180 people)	\$20 per hour

Contact Phone #: _____ - _____ - _____ Contact Email: _____@_____._____

Requested Date: ____/____/____ Start time: ____ (am/pm) End time: ____ (am/pm)

Please allow yourself extra time to set up the room according to your needs. Library staff does not set up the room in advance. Time spent setting up the room counts toward your total time reserved. Meeting times are confined to library hours.

tables needed _____ # chairs needed _____ Serving food/drink? yes no (check one)

Need projection screen? yes no (check one)

Please bring your completed reservation form, along with reservation fee (cash or check, no CCs), in person to the library OR postal mail (no email or fax, please) to:

Stephanie McKenna, Circulation Manager
Horsham Township Library
435 Babylon Rd.

Horsham, PA 19044 *Please note that rooms cannot be held without a reservation fee*.*

Faxed forms do not serve to hold a reservation and will not be honored without a reservation fee. For questions or more info, please contact Stephanie McKenna at 215-443-2609, x207 or smckenna@mclinc.org

I HAVE READ THE POLICIES GOVERNING THE USE OF THE MEETING ROOMS, AND I AGREE TO COMPLY WITH THEM.

*A reservation fee is required for each instance of meeting room reservation. Reservers are charged a \$10 *non-refundable* fee per room use.

☞ Meeting room charges and ancillary charges are subject to change without notice.

Non-profits may not solicit donations or collect payments on library property when using its meeting room on an unpaid basis; non-profits wishing to pursue those activities (e.g., Horsham sports team registration payments) may do so when they have paid a small per-room fee, as noted above.

Direct mail or any other promotional materials used by reservers must make clear in print that they have no affiliation with Horsham Township Library. This includes not using the library's address as a return address, or printing the library's address on direct mailers in such a way that the Post Office construes it as a return address for any undelivered mailers.

Online and social media promotion must make clear that there is no affiliation between the library and the meeting being held.

Please see Meeting Room Policy (below) for further details about required deposits and charges.