

COMMUNITY & MEETING ROOM POLICY
WARMINSTER TOWNSHIP LIBRARY
1076 EMMA LANE, WARMINSTER, PA 18974

The community facilities of the Warminster Township Library are intended primarily as a means of providing the best possible Township programs and services. The Library Board and the Warminster Township Board of Supervisors encourage groups and organizations to take full advantage of these facilities for use beyond the Township's needs.

- A. Description of facilities:
 - 1. Large community room with access to rest rooms
Capacity: maximum 90
 - 2. Small meeting room
Capacity: maximum 15

The community facilities in the Library are designed to meet the needs of the Township Departments.

- B. Availability of facilities:
 - 1. The facilities are available to any group whose purpose is not illegal or whose conduct is not objectionable or incompatible with the facilities.
 - 2. The community facilities are available for public rental only during those hours in which the Library is open to the public.
 - 3. Priority of use:
 - A. Township sponsored programs.
 - B. Groups of an educational, cultural, or civic nature.
 - C. Other than the above at the library director's discretion.
 - 4. Room reservations are made through the library and payment will be required before the room request is approved.
- C. Fees and fines
 - 1. Fees for the use of the community facilities are charged according to the guidelines set forth in the Community Room Rules.
 - 2. Fines for violation of the Community Room Policy or Community Room Rules are charged according to the guidelines set forth in the Community Room Rules.

COMMUNITY & MEETING ROOM – GENERAL RULES
WARMINSTER TOWNSHIP LIBRARY
1076 EMMA LANE, WARMINSTER, PA 18974

- A. Meeting Rooms**
1. Large Community Room: Maximum 90
 2. Small Meeting Room: Maximum 15
 3. The Library Behavior Policy will be enforced in all rooms of the Library.
- B. Reserving a room**
1. Each group must reserve and pay in advance through the library.
 2. The person reserving the room is responsible for the room.
- C. Rental fees**
1. Large Community Room: \$15.00/hour
 2. Small Meeting Room: \$5.00/hour
 3. Non-refundable rental fees must be paid at time of room reserve reservation
 4. Groups excluded from rental fees:
 - a. Literacy tutor/students.
 - b. Non-profit groups with proof of 501(c)(3)
 - c. Other than the above at the library director's discretion.
- D. Hours of use for Non-Township groups/needs:**
1. The community facilities are available only during the posted Library public operating hours.
 2. No one may enter the building before the Library is open to the public (this includes program set-up).
 3. All groups must completely exit the community facilities fifteen (15) minutes prior to Library closing (this includes program clean-up).
 4. Any groups that do not completely exit the community facilities fifteen (15) minutes prior to Library closing will be fined as follows:
 - a. \$25.00 for the first fifteen (15) minutes).
 - b. \$25.00 for each additional fifteen (15) minute increment.
 - c. The third meeting at which this rule is violated will result in denial of future community room privileges.
- Parking**
5. The Library parking lot (with the exception of handicapped attendees) is primarily for Library patrons.
 6. Groups may use the Log College Middle School lot next to the library (there are steps leading from this lot to the large meeting room door).
- E. Sponsorship of minors**
1. Groups of individuals under eighteen (18) years of age must be sponsored by an adult.
 2. The sponsoring adult must complete the reservation form, be present at the sponsored function, and assume responsibility for the group.
- F. Miscellaneous rules**
1. Smoking, private parties, and alcoholic beverages are strictly prohibited.
 2. No decorations, posters, etc., may be nailed, taped or otherwise affixed to the walls or ceilings. Proposals for any form of decoration must have the prior approval of the community room supervising librarian and must be completely removed before vacating the community facilities.

3. **Additional furniture or equipment is not permitted without the prior approval of the community room supervising librarian and must be completely removed before vacating the community facilities.**
4. **Groups using the community rooms are not to operate the Air Conditioning or Heating units. If you require the temperature to be adjusted please see someone at the Reference Desk and we will do so according to library procedure.**
5. **Groups may not leave any materials in the community facilities. The Library cannot be responsible for materials left behind.**
6. **Groups are required to do their own clean-up. Rooms, furnishings, and equipment are to be returned to an “as found” condition prior to vacating the community facilities.**
 - a. **Failure to return the tables and chairs to their original position will result in a \$25.00 fine.**
 - b. **Failure to clean any Township fixtures, flooring, or kitchen area that were used to its original condition will result in a \$25.00 fine.**
7. **Second violations will result in a \$50.00 fine. The third violation of rules will result in denial of future community facility privileges.**
8. **Failure to comply with any of the miscellaneous rules may result in fines being issued at the discretion of the community room supervising librarian.**
9. **A notice of fines will be sent to the group by the Warminster Township Library and must be paid before the next scheduled meeting or within thirty (30) days of the date of the notice, whichever is earlier.**
10. **Failure to pay fines in a timely manner will result in loss of community facility privileges.**

The Warminster Township Library Community Room Policy
Reviewed and amended by the Library Board of Trustees December 14, 2012, June 4, 2013
Approved by Township Interim Manager November 24, 2014