

# Warminster Township Free Library Community and Meeting Room Policies

The Community facilities (meeting rooms) 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. The Warminster Township Free Library has two (2) meeting rooms that are available to members of the community for use as described below.

The [Library Behaviour Policy](#) will be enforced in all areas of the library, including our meeting rooms.

Non-refundable rental fees must be paid at time of room reservation.

Use of Warminster Township Free Library meeting rooms does not constitute library endorsement of the beliefs or ideas expressed by organizations using this space. The Library is the location of the meeting, not the sponsor, and all advertising must show the following statement: **"The Warminster Township Free Library does not endorse or advocate the views of any group using our meeting space."**

## Meeting Rooms

- Large Community Room: Maximum capacity 90 people
- Small Meeting Room: Maximum capacity 15 people

## Availability of Facilities

- The facilities are available to any group whose purpose is not illegal or whose conduct is not objectionable or incompatible with the facilities.
- The community facilities are available for public rental only during those hours in which the Library is open to the public.
- Priority of use:
  1. Library-sponsored programs
  2. Township sponsored programs
  3. Groups of an educational, cultural, or civic nature.
  4. Other than the above at the library director's discretion.

## Reserving a Room

- Reservations may be made up to 3 months in advance.
- Cancellation must give 14 days notice or full rental fee will be charged.
- No-shows will be charged full rental fee. Three (3) no-shows will result in the loss of meeting room use.
- Each group must reserve and pay in advance.
- The person filling out the application and reserving the room is responsible for the room.
  - Groups of individuals under eighteen (18) years of age must be sponsored by an adult. The sponsoring adult must complete the reservation form, be present at the sponsored function, and assume responsibility for the group.
- Hours of use
  - Meeting rooms are available only during Library open hours; no group may enter before the Library opens or stay after the library closes. This includes for setup or cleanup.

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- Groups must exit the meeting room 15 minutes prior to closing. Groups will be fined as follows for staying past:
  - \$25 per 15 minutes
  - The third meeting at which this rule is violated will result in loss of meeting room use.

## Rental Fees

- Large Community Room: \$30/hour
  - An LCD projector connection is available for an additional flat charge of \$20.00. Groups must provide all cables/connectors for their device(s). (Non and not for profit groups can have the fee waived.)
- Small Meeting Room: \$15/hour
- Non-profit and not-for-profit groups with proof of 501(c)(3) are excluded from rental fees.
  - Cancellation fees and no-show fees in accordance with the fees above will be charged to non-profit and not-for-profit institutions. Three (3) no-shows will result in the loss of meeting room use.

## Miscellaneous Rules

- Alcoholic beverages, smoking and private parties are strictly prohibited
- Nothing can be affixed (nailed, taped, etc.) to the walls or ceilings.
- All items brought into the meeting room need to be completely removed when vacating. A reasonable amount of trash/garbage is allowed. Any materials left will be considered trash and thrown out.
- Rooms, furnishings, and equipment are to be returned to as “as found” condition. Failure to do so will result in a \$25 fine. Three (3) violations will result in the loss of meeting room use.
- Room temperature is controlled by the Library staff.
- Failure to comply with any of the rules may result in fines being issued or loss of meeting room use at the discretion of the Library Director or Designee.
- A notice of fines will be sent to the group by the Warminster Township Free Library and must be paid before the next scheduled meeting or within 30 days of the date of the notice, whichever is earlier. Failure to do so will result in the loss of meeting room use.