



# Community Room Application

500 N. Market St Berwick, PA 18603

(570) 752-2241 ext. 203

Fax: (570) 752-8893

Hours: Mon - Tues 10am – 8pm • Wed - Fri 10am – 6pm

Sat 9am – 4pm (September-June) • Sat 10am – 2pm (July- August)

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Nonprofit? ☐ NO ☐ YES

Tax Exempt # (if available) \_\_\_\_\_

For Profit? ☐ NO ☐ YES

The use of room for profit is available at a flat charge of \$50.00

Purpose/Nature of Event \_\_\_\_\_

Person Responsible for Program: Full Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Date(s) of Meeting/Event \_\_\_\_\_

Ongoing meetings can be reserved up to twelve consecutive months per application. After twelve months a new application is required.

Begin Time \_\_\_\_\_

End Time \_\_\_\_\_

Begin Time includes set up time.

End Time includes teardown/clean up time.

Room Requesting ☐ Full ☐ Half

Number of People Expected \_\_\_\_\_

Equipment Needed: Number of Chairs \_\_\_\_\_

Number of Tables \_\_\_\_\_

Projector ☐ NO ☐ YES

Lectern ☐ NO ☐ YES

Other (please specify) \_\_\_\_\_

By signing you agree to hold harmless the McBride Memorial Library, its agents and employees, and the Board of Trustees from any liability, loss or damage they may suffer as a result of claims, demands, costs or judgments arising out of the use of the Library facilities pursuant to this Agreement.

All fees are payable in advance at the time of application. Checks should be made payable to the McBride Memorial Library. The person signing this form must be in attendance at the event and is responsible for the group's observance of the Meeting Space Use Policy. This form must be completed and signed by both parties prior to the event taking place. No date shall be considered confirmed until the Library returns a copy of this application page with an authorized signature.

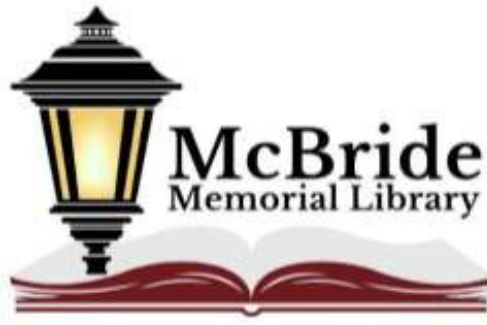
I have received and read a copy of the McBride Memorial Library Meeting Space Use Policy and the above guidelines and agree to abide by them.

Your Signature \_\_\_\_\_

Date \_\_\_\_\_

Library Signature \_\_\_\_\_

Date \_\_\_\_\_



## **MCBRIDE MEMORIAL LIBRARY MEETING SPACE USE POLICY**

Revised October 2024

**Vision Statement:** The McBride Memorial Library is an information center that serves the educational needs of communities in our area. It provides access to information in both print and electronic formats. The staff and trustees of our library are dedicated to maintaining goals in pursuit of library excellence.

**Mission Statement:** The McBride Memorial Library enriches lives by connecting people with information and ideas.

The McBride Memorial Library (the Library) is a limited public forum and shares its meeting and quiet study spaces for gatherings of an informational, educational, entertainment, cultural, business, or civic nature. Individuals or groups who use library space should not disrupt library operations and must follow applicable policies. The Library provides meeting space as a public service. The Library staff, Board of Trustees, and funding agents do not endorse the views, opinions, or content of the program or activity using library space.

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### **A. ELIGIBILITY**

#### **1. Requirements**

Groups or individuals desiring to use meeting space must complete a Meeting Room Application annually for Community Room use, call or request in person for study room or Genealogy Room use, be 18 or older, be from the Library service area, and agree to follow the responsibilities outlined in this policy as well as all library policies. Meeting space is available for non-Library use only during open hours of the Library.

## **2. Priority**

Groups desiring to use meeting space are given priority in the following order when there are conflicting requests for the space:

- Library and Library Board of Trustee programs
- Local government and nonprofit sponsored programs
- Programs prepared for the public and offered free of charge
- Community member groups
- For-Profit organizations/businesses generating revenue during or as a result of the program

## **3. Impromptu use**

If a meeting space is currently unused, it may be made available for impromptu use with all of the same usage and behavior guidelines in place, and based upon staff availability to assist, at the discretion of the person in charge at the time.

## **4. Cost**

- The Library's meeting spaces may be used at no charge with the exception of events that are held for the purpose of generating revenue.
- Use of meeting space for a money-making purpose is available at a charge of \$50.00.
- The Library welcomes and appreciates all free-will monetary donations for the use of meeting space.
- If the Library cancels a space reservation due to an emergency or for any other reason, any advance payment will be refunded. If a user cancels a space reservation the fee will be refunded no sooner than seven days after notification of the cancellation.

## **B. RULES**

### **1. Intended purpose**

Library meeting space is intended to be used for informational, educational, entertainment, cultural, business, or civic programs. Social events, parties, and sales activities are not permitted.

### **2. Prohibitions**

- Illegal activities; illegal drug use and other illegal activities will result in immediate police response.
- Any activity that interferes with library operations
- Any activity dangerous to people or property as determined by library management
- Alcoholic beverages
- Smoking is not permitted on Library property, including parking lot.
- Use of smoke or flame-producing devices
- High intensity exercise programs or classes
- Displays, decorations, and signs affixed directly to walls, doors, flooring, furniture, or ceiling that will leave a residue, stain, scratch, or otherwise mar the surface
- Displays, decorations, or signs that obscure exit signs, library information signs, or doors
- Removal of Library property
- Weapons
- Armed personnel
- Loitering outside of meeting space

### **3. Occupancy**

- Community Room. The Library's Community Room is located on the second floor of the Library and is accessible by stairs or elevator. One community room is available with a maximum capacity of 90 people. This room can be divided with a capacity of 40 people per room.
- Genealogy Room. The Library's Genealogy room is located on the main floor of the Library. It contains a conference table that seats ten; an additional six people can be seated at the room's perimeter. The Genealogy Room does not require a Meeting Room Application and is able to be reserved one week in advance by phone or in person on a first come first served basis. Genealogy Room users are, however, required to follow all other requirements of this Meeting Space Use Policy.

- Study Rooms. Two small study rooms are available on the main floor of the Library; each accommodates two to six people. Small study rooms do not require a Meeting Room Application and are able to be reserved one week in advance by phone or in person on a first come first served basis. Study room users are, however, required to follow all other requirements of this Meeting Space Use Policy.

#### **4. Usage and Liability**

- Setup time begins at the start time provided on the application. Access to the room is not permitted prior to the given start time on the application. If time is needed to set up the room prior to a meeting the application must reflect this as the start time.
- Refreshments may be served in the second floor Community Room only. A kitchen is available for use when requested in advance. Groups using the kitchen are responsible for leaving the kitchen in the condition in which it was found. Refreshments may not be served or consumed in any first-floor meeting rooms.
- Trash must be disposed of in appropriate containers.
- Those who use Library meeting space shall leave it in neat, clean, and orderly condition.
- Library electronic media equipment may be used with advance permission as available.  
If a group wishes to use the Library's media equipment the user must be trained in advance.
- A group using meeting space must vacate the Library by the Library's closing time.
- The Library will not be responsible for location or condition of equipment, supplies, materials, or other items brought into the library by any group or individual using Library meeting space.
- During inclement weather it is strongly recommended that you check to ensure the Library is open during your reservation.
- The Library Board and staff assume no liability for any group or individual using Library meeting space.

**Violation of any rules will result in the user being asked to leave  
and possibly being denied future use of the space.**

### **C. APPLICATION PROCESS**

Use of meeting space is approved based upon availability, staffing, and existing use. The Library reserves the right to approve or decline applications as well as the right to subdivide and assign meeting space as necessary to allow for shared use. The Library director or responsible staff member may revoke a meeting space reservation at any point for any extenuating reason.

- Any group desiring to use the Community Room must complete a Community Room Application form available at the main desk at the Library.
- A Community Room Application form must be turned in at the Library's main desk.
- Application to use the Community Room should be made at least one month prior to the meeting.
- Library staff will notify you of the status of your Community Room Application within two weeks of your request.
- Application to use the Genealogy Room or a Study Room may be made up to one week in advance by phone or in person on a first come first served basis.
- In the event that a meeting is canceled, the Library must be notified as soon as possible so that the space may be made available to others.