

**RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
MEETING ROOM APPLICATION**

NAME OF ORGANIZATION: _____

PURPOSE OF MEETING: _____

DATE(S) REQUESTED -- INCLUDE FIRST PREFERENCE AND ALTERNATE DATE

1ST CHOICE: _____

2ND CHOICE: _____

IF THIS REQUEST IS FOR A REGULARLY SCHEDULED MEETING, PLEASE LIST EXACT DATES OF EACH MEETING FOR THE YEAR THIS REQUEST COVERS.

DATES: _____ TIME: _____

ANTICIPATED ATTENDANCE: _____

MAXIMUM OCCUPANCY IS 60 FOR THE LARGE MEETING ROOM AND 10 FOR THE QUIET STUDY ROOM

REFRESHMENTS **CIRCLE ONE:** YES NO

DONATION \$25 / \$50 **CIRCLE ONE:** CASH CHECK/MO

ARRANGEMENTS MADE BY:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

THE POLICY FOR THE USE OF THE MEETING ROOM IS ATTACHED TO THIS APPLICATION. VIOLATION OF THESE REGULATIONS WILL RESULT IN THE CANCELLATION OF FUTURE MEETINGS.

I HAVE READ THE MEETING ROOM POLICIES AND ACCEPT THEIR PROVISIONS.

DATE OF REQUEST

SIGNATURE OF RESPONSIBLE PARTY

DATE OF APPROVAL

APPROVED



Meeting Room Policy

Adopted by the Board of Trustees June 28, 2010 / Revised Aug. 27, 2018

The Ridley Township Public Library & Resource Center has two meeting rooms – the larger room seats up to 60 people and the quiet study room seats up to 10 people. The Library welcomes use of both spaces on a reserved-only basis by individuals and groups including but not limited to those engaged in civic, cultural, or educational activities. A signed application form must be submitted as far in advance as possible. The agreement will be binding for subsequent use of the meeting rooms. The Library reserves the right to cancel a reservation should conditions or situations arise which warrant such action.

The meeting room is not available for meetings which are purely social in purpose, benefit private individuals or raise funds for commercial endeavors.

That a group is permitted to use a Library meeting room does not in any way constitute an endorsement by the Library Board or Library staff of the group's policies or beliefs, and no claim to that effect nor claim to the Library's sponsorship may be used, explicitly or implicitly, in advertising. Neither the name nor address of the Library may be used as the official address or headquarters of an organization or group using the Library's meeting rooms.

The meeting room may be reserved for such time as it is not needed for Library purposes.

No admission fee may be charged by groups using the rooms.

Meetings must end 15 minutes prior to closing time.

Organizations, groups, or individuals will be expected to make a \$25 (quiet study room) or \$50 (large meeting room) donation to the Library for use of either room.

Groups may not exceed the occupancy limit of either room.

Set-up, special arrangements, and clean-up are the responsibility of the user. Organizations planning to show films or slides must provide their own equipment. Organizations planning to serve light refreshments must provide for the refreshments.

Groups and organizations using meeting rooms must follow all Library policies, including the Library Code of Conduct and Harassment Policies.

Notice of cancellation must be received by the Library at least 24 hours in advance of the reserved time to receive a refund.

The Library follows the emergency closing schedule of the Ridley School District. The code number for the district is 453. When the Library closes unexpectedly, all efforts will be made to notify organizations scheduled to use a meeting room. If the meeting cannot be rescheduled, the donation will be refunded.