

Meeting Room Use Policy

Reservations

Policy Statement

Free Library of Northampton Township (FLNT) desires to make meeting room space available to groups for educational, cultural, and civic purposes. FLNT encourages the use of these rooms to provide opportunities for the free exchange of information, ideas, and artistic expression.

Regulations

Meeting rooms may be reserved free of charge by non-profit groups and organizations for educational, civic or cultural purposes. Other organizations will be charged.

Formal groups or organizations must provide a certification of insurance naming the library as an additional insured.

The spaces available are:

- a. Community Room, 120 capacity
- b. Conference Room, 25 capacity
- c. Board Room, 12 capacity

Facilities will be reserved in the following priority:

- a. Library sponsored meetings/programs
- b. Friends of the Library meetings/programs
- c. Local government meetings/programs
- d. Local non-profit educational, cultural, civic or social organizations
- e. Other non-profit educational, cultural, civic or social organizations
- f. For-profit organizations/business meetings/programs

The Library Director shall have the final authority in granting or refusing permission for the use of Library facilities and has the right to revise any meeting arrangements and to preempt established arrangements based on the above priority designation. In such instances, the library will provide reasonable notification to the user.

FLNT is the location of the meeting, not the sponsor. All advertising must show the following statement: "Free Library of Northampton Township does not endorse or advocate the views of any group using our meeting room."

All meetings must be held during the library's hours of operation and must end before the library closes.

Room Reservation Requests shall be completed and submitted online via the library's website. Instructions are posted on the website as well as on the webpage containing the application to submit. Library staff will review any application and inform the contact person to confirm their reservation.

A contact person, directly associated with the group, and 18 years of age or older, shall give his/her name, address and telephone number, along with a brief description of the program or meeting to be held. This person shall sign the application committing himself/herself to be responsible for the condition of the room.

Reservation Requests may be made up to six months in advance. Payment of any applicable fee must be made upon acceptance of reservation.

No group or organization may meet more than once a month.

Political campaigning is not permissible at any time.

There shall be no fundraising conducted during meetings, with the exception of the Friends of the Library or library-related organizations. Both non-profits and for-profits are prohibited from charging for any event.

The organization assumes responsibility for any damage to library property. Any damage will be charged to the sponsoring organization.

If the event includes minors, adult supervision must be provided at all times.

Library equipment may be reserved. Library staff is not available to operate equipment.

Organizations handle their own room set up and may arrange the furnishings as they wish provided the furnishings are not at risk of damage. No decorations may be affixed to walls or ceilings. No lit candles are permitted. The room must be returned to the original set-up after use.

Light refreshments may be served. The organization must agree to clean the area after use and to remove all trash/garbage generated at the meeting from the building.

The organization is responsible for bringing its own coffee pots, food, beverages, supplies, and equipment necessary for serving refreshments. No alcoholic beverages may be served. No red or dark punch may be served.

The Library Director reserves the right to change this policy as necessary and reserves the right to disallow or revoke permission granted to certain organizations that previously violated meeting room rules, or if it is believed by the Director the use of the room will interfere with library operations or adversely affect public safety.