

MOYER DISTRICT LIBRARY

MEETING ROOM POLICY

ABBREVIATED

1. Library sponsored activities are given priority in scheduling use of the room. The library reserves the right to revise any schedule of meetings if necessary and to preempt established reservations upon reasonable notifications to the group (s) involved.
2. The public meeting room is available free of charge for public gatherings of a civic, cultural, or educational character, but not for social or religious gatherings, money-raising, political, or commercial purposes.
3. No more than 80 people shall use the meeting room at one time.
4. Reservation must be made at least two weeks prior to the event. A member of the organization must sign a **Request for Use of the Meeting Room** form before the meeting.
5. Meetings held by outside users must be scheduled within established service hours of the library. The group will end the meeting or program in time for the building to be vacated by the normal close of the library's service hours for the day on which the room is to be used.
6. Physical arrangements of the room, equipment and seating, must be planned at the time of the room reservation.
7. Any group wishing to meet upon repeating bases must make separate arrangements prior to each need. The library will not accept multiple reservations at any time from any group, unless the group is library sponsored.
8. No group may reassign its use of the meeting room to any other party.
9. A deposit of \$25.00 is made at the time of the reservation with the understanding that it is forfeited in full unless the meeting room is left in the same clean, orderly fashion in which the organization found it at the beginning of the meeting.

10. The rental rate is \$25 per hour with a max charge of \$100. We charge for the time needed for tear down and set up.
11. The organization assumes all responsibility for set up and cleans up.
12. Garbage must be disposed of in the outside trash receptacle.
13. The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly manner.
14. There are 30 parking places and 2 handicapped places in the Moyer District Library parking lot. If you rent the meeting room when the library is open, please remember we have older patrons that use the library. Additional parking is available across the street at WGCY.