



Media-Upper Providence Free Library Meeting Room Policy

The Media-Upper Providence Free Library (the Library) endorses the principles adopted by the American Library Association in the Library Bill of Rights regarding meeting room use:

“Libraries that make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Room use does not constitute an endorsement by the Library of either the programs or points of view expressed therein. Organizations and groups using Library facilities may not discriminate on the basis of race, sex, color, creed, nationality, religious belief, sexual orientation, or handicap against any person requesting admission to the meeting. All users of Library meeting rooms must adhere to the Library’s Patron Conduct Policy. While the Library will make every effort to accommodate room use requests, it reserves the right to refuse an application.

Verification of Non-Profit status: Applicants seeking the nonprofit rental rate will be required to provide the Library with proof of non-profit status with their reservation. Examples of such proof are a letter from the IRS indicating tax-exempt status, articles of incorporation as a non-profit or 501c3 certification.

Proof of Liability Insurance: Organizational applicants must provide proof of current liability insurance for \$50,000 or more with their reservations.

Room Use Rules:

- Programs and meetings sponsored or co-sponsored by the Library will have priority over reservation requests from other groups.
- Reservations must be received at least one week (7 days) prior to the requested date of use.
- A group may reserve a room for a regular, standing meeting, if this reservation does not conflict with Library needs. However, the Library may not be considered the “official location” for any organization: the Library cannot serve as a post office or delivery address for the group, nor can the Library provide storage for the group’s property.
- Meeting room activities by outside groups must not interfere with Library services or operations.
- Any promotional and social media communications about meetings at the Library should not use the Library’s name except as part of the meeting address. No Library sponsorship of these meetings should be implied.
- No decorations or signs may be affixed to the walls, woodwork or ceiling. Table decorating is acceptable but no confetti or any type of open flame is allowed.
- Meetings with children under the age of 18 in attendance must have adult supervision. Unattended children ages 10 and under are not allowed in the Library per the Library’s Unattended Child Policy.
- The Library is unable to provide childcare services. People attending meetings at the Library must make arrangements for their children. The Library cannot assume responsibility for caring or supervising children left unattended outside the meeting rooms.
- The group holding the meeting assumes responsibility for any damage to Library property. The Library assumes no responsibility for any outside equipment placed in meeting rooms or for bodily injury of meeting participants resulting during reserved use of the Library’s facilities.
- In event of a Library building emergency or weather-related emergency, the Library reserves the right to cancel.

Meeting Room Rental Options

(Visit the Meeting Rooms page at mediauplibrary.org for photos and details).

- **Small Meeting Room:** 10' x 12', maximum occupancy 10, meeting table and chairs.
- **Board Room:** 15' x 27', maximum occupancy 20, table with modular sections and 20 chairs. The space can be reconfigured. A sink, counter and storage cabinets are available for use.
- **Conference Room:** 30' x 42', maximum occupancy 80 (tables and chairs) to 100 (open space without tables or chairs). The space can be reconfigured. A sink, counter with pub chairs and storage cabinets are available
- **Audiovisual Equipment** available for rental at an additional fee.
- **The Kitchen** may be used to support food service for meetings if requested with your reservation. Please note that it is also the staff break room and should be treated accordingly.

Registration Procedure

- Go to the Meeting Rooms page and select **Small Meeting Room, Board Room** or **Conference Room** to 1) view the room calendar for availability and 2) request a reservation
- Applicants will receive email confirmation of reservation details with invoice link to online payment. Reservations will be marked PENDING UNTIL PAYMENT IS RECEIVED and tax ID/insurance information received.

Change Fee – Renters who request a change on an approved reservation (change date, time, room, equipment use or other change) must pay a \$10 fee (small/board room) or \$20 fee (conference room) per reservation date change.

Cancellation Procedure

Groups must notify the Library by emailing media@delcolibraries.org AND calling 610-566-1918.

Cancellation of your reservation must be made at least a week (7 days) prior to your initial reservation to receive a full refund minus the change fee. 50% refund minus the change free for cancellations made with at least 48 hours' notice.

No refund on reservations cancelled with less than 48 hours' notice.

Meeting room reservations cancelled by the Library will receive a full refund.

Policy approved 8/8/2016 Amended policy approved 1/24/2017