

Memorial Library of Nazareth & Vicinity

Policy On: Meeting Room Use

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- 11.9 Revised Date: [June 22, 2010](#) ; Policy may be revised from time to time
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**11.0 Availability and Room Description:**

Meeting rooms are generally available without charge to organized non-profit associations, tax supported institutions and government entities holding a meeting or event that is both open to the public and no fee or donation is charged or solicited for the meeting, materials or services.

Meeting rooms are available for use by for-profit entities at the rates listed in the charges section of this policy:

<u>Room</u>	<u>Capacity</u>	<u>Layout</u>	<u>Equipment Available</u>
Community Room (Room A)	50 seats	flexible arrangement	8 tables 50 chairs Kitchen
Board Room (Room B)	8 - 10 seats	conference table arrangement	1 table 8 - 10 chairs

**11.1 Hours of use:**

The meeting rooms will be available to the public by reservation only during normal hours of operation. In no event will any meeting last past closing. No standing reservations may be made. The meeting rooms may be booked no more than 90 days in advance.

**11.2 Permitted uses:**

The meeting rooms are primarily for activities sponsored by the Library or for those community activities for which the Library has agreed to be a cooperating agency. Examples of such activities are children's programs, book talks, Friends of the Library meetings, and library board meetings. These activities have priority use of the meeting rooms.

Use is subject to frequency of use, safety and non solicitation standards set by the library.

The meeting rooms are available to organized groups for public gatherings for exhibits of civic, cultural or educational character.

### 11.3 Non Permitted uses:

The meeting rooms may **NOT** be used for the following:

- Entertainment or dramatic productions for the purpose of making money for a commercial organization
- As a primary place of business.

### 11.4 Tutoring:

Tutoring:

1. Space is permitted at no charge for independent not-for-profit tutoring. There is a fee of **\$20** per session for those tutors charging students for their services.
2. Sessions are limited to 1 tutor and not more than 2 students. No group sessions are permitted. Sessions are limited to 2 hours.
3. Library space is not to be used as a classroom or place of business for tutors to work from but as a safe and quiet workspace for students to receive instruction.
4. Sessions take place in the Library Board Room only in order to maintain an atmosphere in which all patrons may use the Library without being disturbed by those engaged in tutoring activities.
5. Those tutoring and being tutored are required to have a valid library card.
6. Space is subject to availability all planned and unplanned library events take precedence over requests to use the space.
7. Tutors must fill out the meeting room use form and pay any fees before using the meeting room.
8. Tutors must sign in at the main circulation desk before each scheduled session.
9. Tutors are responsible for the behavior of the student during the session. The Library's behavior statement applies.<sup>1</sup>
10. It is preferred that the parent remain in the Library while the student is being tutored.
11. Tutors and students must bring their own supplies.
12. Library phones may not be used to schedule or reschedule sessions.  
The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use the Library's space.

### 11.5 Rules of use:

The individual or the group representative requesting the meeting room must agree that the Library, Board and staff are not responsible for any loss, damage, liability, cost/or expense incurred during the use of the meeting room. Those using the facility must assume full responsibility for injury and are responsible for any damage to the premises, equipment and furnishings during the use of the rooms. The Library provides no insurance to cover medical/dental expenses, hospitalization or disability of individuals using the facility.

Reservations forms are available at the Reference Desk and on the Library website at [www.nazarethlibrary.org](http://www.nazarethlibrary.org).

The request will be reviewed and approved by authorized Library personnel. Reservations must be made at least twenty-four hours in advance and not more than six months prior to the meeting. Reservations are subject to the following conditions:

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#### <sup>1</sup> Behavior:

In the library, many customers must share common space and resources. Respect for others within the library and their use and quite enjoyment of the library is a requirement of all customers. Disorderly behavior and inappropriate use of library resources by any library customer is not permitted. Parental supervision of children helps to prevent accidents and injuries. Verbal or physical abuse by any library customer of staff or others in the library is not permitted. Damage, abuse, or theft of library property and resources by any library customer is not permitted. Source: MLNV Policy Manual Section 12.0 Policy on : Unattended Minor children.

1. Programs and meetings will be open to the public, unless special arrangements have been made for a closed meeting.
2. Reservations for the use of the meeting room must be made by an adult representative of the group or person requesting the room. An adult supervisor must be in attendance at all times when the activity involves minors (under the age of 18).
3. The Library reserves the right to review requests for use of the rooms and may demand sufficient time to make proper investigations before granting approval for the use of the rooms.
4. Any charges incurred on the application must be paid before the approved event.
5. No literature may be distributed outside of the reserved meeting rooms. No solicitations are permitted by groups using the facility.
6. The library is a smoke-free building; therefore, **smoking is strictly forbidden. No alcoholic beverages are permitted in the rooms.**
7. All meetings must end 15 minutes before the library closes.
8. The name of the library, **The Memorial Library of Nazareth and Vicinity**, must be used in all publicity. Also, it must be clear that the library is NOT the sponsor of the meeting.
9. Groups may not use the name or address of the library as their official address.
10. The library reserves the right to discontinue the use of rooms by any group that disregards safety standards, creates a nuisance or interferes with library operations.
11. Meeting rooms and the kitchen must be set-up by the group and left in a neat, clean and orderly condition.
12. Notify the library immediately if the meeting is cancelled.
13. If the library closes due to inclement weather, the meeting rooms will not be available. It is the responsibility of the renter to be aware of this information via public service announcements or by calling the library directly.

#### **11.6 Charges:**

For community, **non-profit** groups there is no charge for use of the community room; however, a donation to help defray operating costs will be accepted. Inability to pay does not exclude a group from using the meeting rooms.

**For-profit groups** are charged \$100.00 for the use of the community room. In no event will the meeting last past closing.

**For-profit tutors** are charged \$20 per session for the use of the meeting room.

#### **11.7 Solicitations:**

No group may solicit in the Library. Groups using the meeting room may not distribute literature outside of the meeting room.

#### **11.8 Approval Date:**

Approval Date: [July 27, 1999](#)

#### **11.9 Revised Date: This policy may be revised from time to time:**

Revised Date: [June 22, 2010](#)

**11. 10 Meeting Room Reservation Form:**

Memorial Library of Nazareth & Vicinity  
Public Meeting Rooms Reservation Form

Date of receipt: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Organization Phone: \_\_\_\_\_ Organization Email address \_\_\_\_\_

Municipality: Borough of Nazareth\_\_\_\_\_ Bushkill Twp.\_\_\_\_\_  
Lower Nazareth Twp.\_\_\_\_\_ Upper Nazareth Twp.\_\_\_\_\_

Organization contact name: \_\_\_\_\_

Purpose of the Organization: \_\_\_\_\_ Number of Members\_\_\_\_\_

Estimated number in attendance\_\_\_\_\_

Date of Meeting\_\_\_\_\_

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

Name(s) of speakers(s) if any\_\_\_\_\_

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Equipment Needed \_\_\_\_\_

Fees must accompany reservation; Make check payable to Memorial Library of Nazareth & Vicinity

I have read, understand and will abide by the Library meeting room policy.

Signature: \_\_\_\_\_

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STAFF USE ONLY

Staff Contact: \_\_\_\_\_

How was request received? Phone\_\_\_\_\_ Fax\_\_\_\_\_ In Person\_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE:\_\_\_\_\_