

# UPPER MORELAND FREE PUBLIC LIBRARY

Revised:	07/11/2018
Next Review:	2 <sup>nd</sup> Qtr 2021
Reviewed:	05/26/2018
Original:	Prior to 2007

## USE OF FACILITIES

### I. POLICY

- A. The purpose of this policy is to define use of library facilities.
- B. All reasonable care shall be taken by staff to ensure that the library is maintained as a clean and safe environment.
- C. Damages or wanton destruction must be repaired or replaced by the library or the township and paid for by the responsible party.
- D. The library may be used as a collection site for non-profit organization charitable drives (see Charitable Drives policy)
- E. Use of the Community Room is reserved through Upper Moreland Township's manager's office, and users shall comply with the township's guidelines regarding use (see the following township document). Upper Moreland Free Public Library has additional requirements for use of the Community Room:
  - 1. Users approved to meet in the Community Room shall provide their own refreshments and supplies.
    - (a) Library projection equipment may be used.
    - (b) All projection equipment must be returned to pre-meeting status.
  - 2. Users are responsible to move the tables and chairs to meet their needs.
  - 3. The library shall be left in a clean and orderly condition, including the proper disposal of trash.
- F. Use of the Small Group Meeting Room is scheduled through the library for groups with a minimum of two people and a maximum of eight that are physically present.
  - 1. The primary purpose of the small group meeting room is library events and meetings.
  - 2. When the room is not scheduled for library use, patrons may reserve the room for small group use as outlined in library procedures.
  - 3. During times when the room is not reserved, it may be used on a first come first served basis.

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- G. Corporal Melvin Weiss Quiet Room shall be used silently.
  - H. Approval to use the library facilities outside of regular operating hours must be authorized by the board of trustees.
  - I. Silent use of electronic devices is permitted. Other use is restricted to the Community Room and the lobby area.
- II. DEFINITIONS
- A. A small group consists of a minimum of two and a maximum of eight people.
  - B. An electronic device includes but is not limited to cell phones, tablets and portable media players owned by the patron.
- III. RESPONSIBILITY: The director shall establish necessary procedures to comply with this policy including limits and restrictions for usage.

## GUIDELINES FOR USE OF LIBRARY COMMUNITY ROOM

(Prepared by George Ditter, Esquire - 12/2/97)

The following are the guidelines for the use of the Community Room in the Upper Moreland Township Library:

- The scheduling of the use of the Community Room shall be through the Township Manager's Office.
- The Community Room shall be available for use only by groups or organizations, including political groups without regard to party affiliation, based in the Township or composed of residents of the Township for the purpose of holding meetings or presenting programs not of a commercial nature. As used herein, a program is of a commercial nature if, taken as a whole, the principal aim of the program is to promote the sale of a good or product or promote the provision of a service for a fee. A program shall not be considered commercial in nature if such promotion of the sale of a good or service is merely incidental to the program as a whole, provided that no sale of any goods or services shall be conducted on Township property.
- No fee will be charged for use of the room.
- An individual member of the group or organization shall sign for the use of the Community Room which individual shall be responsible for arranging for any necessary set-up of the Community Room and shall be responsible for returning the Community Room to its condition before the meeting. Failure to return the room to its "before meeting" status or any abuse of property or damage may result in denial of future use of the Community Room by the group or organization.
- Available times for use shall be the same as the hours that the Library is open to the public.

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Note: There are various rooms we allow community groups to use in the Township for meetings:

- The Council Room (Room where the Commissioners meet)
- The Caucus Room (small room inside the Council Room)
- The Library Community Room

The Manager's Office also does all of the scheduling for the "The Library Community Room" in the Library. It was built as an addition to the Library that was paid for by the Township. Therefore, the Manager's Office maintains the calendar for its use. It is not to be used for gaming, showers, birthday parties, classes, or any kind of meeting/presentation/event that may be free but will look for a source of the sale of goods or services later.