

Abington Community Library Meeting Room Policy

Group name (Please print clearly) _____ Date _____

One copy on file/one copy to contact

The Ryon Community Room and Children's Story Room are available without charge to community groups and organizations whose aims are educational, cultural and/or civic.

No organization will be granted use of meeting rooms for any of the following reasons:

- (1) sectarian religious functions
- (2) commercial endeavors
- (3) partisan political purposes
- (4) functions that are primarily social in nature.

All meetings must be open to the public. Community groups and organizations using the rooms may not charge admission or seek a donation. Rooms may be used by only one group at a time.

To reserve a room a signed form – available at the Circulation Desk – must be submitted, and approved by the Library Director at least two weeks prior to the meeting date. No request may be submitted more than one month prior to the meeting date. Library activities (board meetings, programs) take precedence over outside group use.

- Rooms are available from 9:30 AM to 8:30 PM Monday – Friday, 9:30 AM – 4:30 PM Saturday, 2:30 PM – 4:30 PM Sunday.
- Maximum capacity of the Ryon Community Room is 45. Maximum capacity of the Children's Story Room is 25.
- Smoking is not permitted in any part of the library.
- Permission to serve light refreshments (coffee, tea, soda, etc.) may be granted upon request. No alcoholic beverages may be served.
- Room set-up, breakdown, and clean-up are the responsibility of the group using the room.
- The Library is not responsible for equipment, supplies, materials, or other items owned by the community group or for the personal property of those attending.
- Permission to use library equipment (VCR, DVD player, TV) may be granted upon request. The group or organization assumes responsibility for any damage to such equipment and is required to sign this statement agreeing to this condition.
- The organization holding the meeting assumes responsibility for any damage done to the room, its contents, the building and grounds, or any personal injuries sustained by organizers or attendees. The group or organization is required to sign this statement agreeing to these conditions.

Approval granted by the library for use of our rooms does not constitute endorsement by the library of views expressed by any speaker or group.

I hereby agree to the above provisions and accept the above conditions as criteria to reserve the Ryon Community Room or the Children's Story Room.

Revised August 2008

Signature _____

Contact phone _____