

**Policy for the use of Meeting Rooms and Open Areas
in the Free Library of Springfield Township**

The Board of Commissioners of Springfield Township, the Library Advisory Board, and the Director of the Library welcome the use of the public meeting rooms and open activity areas of the Free Library of Springfield Township by residents of Springfield Township, Based on the following procedures. The fact that a group is permitted to meet in the library does not constitute an endorsement of their policies or beliefs by the library staff, the library Advisory Board, or the Board of Commissioners.

1. At least two weeks prior to the desired date, interested parties shall submit to the Library Director a completed application form for the use of the desired space at the library. For-profit groups shall be charged a fee of \$30 per hour.
2. Organizations shall submit a check in the amount of \$30 as a security deposit. The deposit shall be refunded upon the confirmation that the space was left in good order. The security deposit can be waived at the discretion of the Library Director or Assistant Director, if the organization has previously proven respectful of the library facilities.
3. At the end of the event, the applicant must check in with the Circulation desk staff before leaving. Repairs for any damage to the facilities shall be promptly paid for by the group or organization. Failure to do so will cause the security deposit to be surrendered to the library. Additional costs will be recovered in compliance with applicable law.
4. The library facilities available for reserved use are the 4 meeting rooms. Some library equipment may be available for use at the discretion of the Library Director, or the Assistant Director.
5. Upon entering the building on the date and time approved for use, the applicant must show the circulation desk staff the signed copy of the approved application.
6. Furniture is not to be rearranged without the prior approval of the contact staff. General clean-up is the responsibility of the applicant.
7. Future use of the facilities can be denied if past use caused damage to the library property or was disruptive to library patrons.
8. No food or drink shall be brought into the premises without prior approval.
9. Smoking is prohibited in any area.
10. The meeting rooms shall not be used for sales promotional events. Fundraisers for non-profit organizations must be approved by the Board of Commissioners on a case-by-case basis.
11. Non-library children's programs (Girl Scouts, Boy Scouts, etc.) must include a responsible adult accompanying the children.
12. Religious instruction or services are prohibited.
13. No group may discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, or sexual orientation.
14. The meetings of the organization shall be open to all residents of Springfield Township free of any admission charge.
15. The rooms may be reserved for a single event. Multiple events or regular use throughout the year is subject to availability. Official Library or Township meetings, scheduled or special, take precedence over all other group meetings.

16. The rooms are available during regular library hours. Meetings and clean-up must be concluded at least fifteen (15) minutes prior to closing time of the library.
17. The Library and staff are not responsible for any materials left behind.
18. Questions regarding eligibility of the library space and/or meeting room usage should be directed towards the Director of the Library. If warranted, the Director of the Library will consult with the Township Manager, who in turn may consult with the Board of Commissioners.

Adopted by the Board of Commissioners of Springfield Township at a monthly meeting of the Board held on May 13, 2015.

If the device to be used does NOT have an HDMI port, you MUST bring your own converter cable.

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