



Memorial Library

OF NAZARETH & VICINITY

ESTABLISHED 1951

Meeting Room Policies 19-2

Thank you for your interest in utilizing one of the meeting rooms at the Memorial Library of Nazareth and Vicinity! We require all non-profit organizations to provide a copy of their 501(c)(3) letter before any meeting room reservation is approved.

Kindly send in a copy of your 501(c)(3) letter to nclayborne@nazarethlibrary.org or mail a copy to the Memorial Library of Nazareth and Vicinity c/o Nancy Clayborne 295 East Center Street, Nazareth, PA 18064.

Please review our types of rooms before making a reservation.

Room Options

There are four meeting spaces located throughout the library.

- **Living Room seats 30** – This room includes a television, network connection, and podium. The room can accommodate one table at the front of the room and 30 chairs for an audience.
- **Quiet Study Room seats 4** – This room includes two study carrels and four chairs. This room is intended for individual or small group study. **This room may only be reserved up to 3 hours each day and a maximum of 9 hours each week.** Advanced reservations are available for this room. **Please note that patrons with a current student ID are eligible to reserve this room for up to 12 hours a week.**
- **Lower Level Community Room seats 50** – This room can be set up in a variety of ways with tables and chairs.
- **Lower Level Board Room seats 10** – This room can be set up for a maximum of 10 individuals around one large table.

The Living Room, Lower Level Community Room, and Lower Level Board Room are furnished with the following equipment:

- Tables and/or chairs
- Movable lectern (please request to use this at the time of the reservation)
- Wireless Internet access
- Individuals, organizations and groups are responsible for providing and operating their own laptop equipment when using the meeting rooms

NOTE: If the meeting requires adult supervision for high school or younger individuals, the applicant must attend and supervise the entire meeting. Children must have adequate adult supervision. The applicant is responsible for any damages caused by the group or individuals during the meeting.

If you have not called the Main Circulation Desk and are 15 minutes late, you may lose your reservation. Please adhere to the meeting room policies when using this or any other space in the

library. The Memorial Library of Nazareth and Vicinity reserves the right to deny any individual or group the use of the meeting rooms if the policies are not followed.

- There is no charge to use the Memorial Library of Nazareth's Meeting Rooms for **non-profit organizations, community groups or individuals**.
- For-profit groups will be charged a meeting room fee. See ***Fees*** section.

Who may use the library's meeting rooms?

Non-Profit Organizations:

Meeting rooms are available at no charge to individuals, associations, community groups, higher education institutions and non-profit groups engaged in educational, civic, cultural, and charitable activities.

Individuals and Community Groups requesting a meeting room will be required to provide a valid Memorial Library of Nazareth and Vicinity library card number in good standing. Only adults may reserve a room.

For-Profit Organizations: Meeting rooms are also available to local and area businesses to use for a nominal fee that will help support the Library. See ***Fees*** below for more information.

General Rules of Use:

All meetings held at the library must be free of charge to participants. Meeting rooms may not be used for religious services or ceremonies, commercial purposes, political campaign activity or illegal activity. Public use of meeting rooms may not interfere with the library's operation. Library policies regarding patron behavior apply to meeting room use.

**The library reserves the right to add "This is not a library sponsored event" on any reservation request.

The booking form requires the name of the group official or individual who will assume financial responsibility for damage to equipment or cleaning fees should such be incurred.

Groups or organizations using library meeting rooms must:

- Enforce the "No Smoking" policy within the building
- Adhere to room capacity limitations listed in the library's meeting room policy
- Meetings for children and teens must have adult supervision at all times in no less than a 1 - 15 ratio
- No admission fees are permitted for participation in meeting room programs
- Furniture may not be moved from one meeting room to another

Rooms are allocated according to the following priorities:

- Library programs
- Other approved programs or meetings by non-profit, civic, educational and cultural entities

Time restrictions and how often can I reserve a meeting room?

Your group, business, or an individual may reserve a meeting room up to 9 hours per week in three-hour time periods. Bookings may be made up to six months in advance and must be made three (3) days prior to the program to allow for library approval, with the exception of the Quiet Study Room which may be reserved on the day of use. The purpose of these restrictions are to allow groups an equal opportunity to use the meeting rooms.

Meeting rooms may not be reserved/used if:

- the meeting poses illegal, potentially hazardous, health or safety risk
- the meeting interferes with the functioning of the library
- the applicants fail to comply with the meeting room policies

Can I bring my own equipment (laptops, projectors...)?

Yes, however, the Memorial Library of Nazareth and Vicinity is not liable for injuries to individuals or for damages to or the loss of personal property of individuals or groups using a meeting room. Any damage, loss, theft or misuse of library equipment or facilities is the responsibility of the group or individuals reserving the room. Library staff will not operate the equipment during meetings.

Important – please read:

Please bring your own laptop and projector to use in the meeting rooms. The Memorial Library of Nazareth and Vicinity does not provide laptops to use for meeting room presentations.

Also, please feel free to test your equipment (e.g. laptop and/or projector) prior to your meeting room reservation date to ensure that it is compatible with the library's equipment. In some cases, no technical assistance will be available.

Library staff members can only provide limited technical assistance.

Use of all devices must be in accordance with the library's Internet Acceptable Use Policy.

When are the meeting rooms available?

Meetings and programs must be held during the library's hours of operation and must conclude 15 minutes prior to closing time to allow adequate time to clean up and vacate the meeting room prior to the library's closing hours.

Meetings (including set up time and tear down time) may not extend beyond library hours. However, requests for before hours use may be requested and must be approved in advance by the library director. After library hours meeting rooms use is not an available option.

Complaints

Problems or complaints related to this policy may be made in writing to Holly Bennett, Library Director, Memorial Library of Nazareth and Vicinity 295 Center Street, Nazareth, PA 18064 or hbennett@nazarethlibrary.org.

How can I request a meeting room or cancel a meeting room?

Meeting room requests may be made several ways:

- in-person at the Memorial Library of Nazareth and Vicinity
- by phone (610)759-4932
- by email [Nancy Clayborne at nclayborne@nazarethlibrary.org](mailto:Nancy.Clayborne@nazarethlibrary.org)

Bookings may be made up to six months in advance and must be made three (3) days prior to the program to allow for library approval, with the exception of the Quiet Study Room which may be reserved on the day of use. The purpose of these restrictions are to allow groups an equal opportunity to use the meeting rooms.

Requests less than twenty-four hours may be granted at the discretion of Meeting Room Administrators: Nancy Clayborne (nclayborne@nazarethlibrary.org) or Catherine Stewart (cstewart@nazarethlibrary.org), 610- 759-4932 ext. 5. However, all fees are required to be paid prior to the meeting room being confirmed.

If a meeting, program, or class is cancelled, the group's contact person should notify library staff at least 24 hours in advance so that the room can be made available to others. The person coordinating the meeting room is also responsible for contacting the individuals scheduled to participate in the meeting to notify them of the cancellation.

What if the library is closed due to bad weather or an emergency?

The library is not responsible for the cancellation of meetings due to inclement weather or emergencies. If the Memorial Library of Nazareth and Vicinity closes because of a facility or weather related emergency, all efforts will be made to notify the contact person of groups scheduled to use a meeting room. During adverse weather conditions, groups should call the library, check the library website (www.nazarethlibrary.org) or social media outlets.

Who sets up the rooms or makes furniture arrangements?

Set up and special arrangements of chairs and tables are the responsibility of the patron. No special room set up is provided by the library. Nothing may be taped or affixed to any part of the room. Groups and individuals scheduling the meeting rooms are responsible for protective coverage of library carpet and furniture if craft items such as glue, paint, ink, etc. will be used. No tape, adhesive, nails, screws, metal hooks, etc. may be placed on or driven into any wall or surface of the library.

Groups and individuals are responsible for leaving meeting rooms in good order after use including:

- Return all tables and chairs to the original setup
- Wipe down tables
- Remove any and all decorations
- Place all trash in receptacles provided by the library
- Report any spills immediately to staff at the main circulation desk
- Remove all personal effects

- Special cleaning requirements or damage caused to library property or equipment will be charged to the group or person reserving the room
- Tables and chairs may not be removed or put into other meeting rooms

Can refreshments and food be served?

Light refreshments may be served in the meeting rooms. Refreshments include: juice, coffee, soda, water, snacks, and light fare. Organizers may arrange to have food delivered, but are solely responsible for delivery and clean up. No heating equipment, electrical appliances, sterno, crock pots, or hot plates may be used in any of the meeting rooms unless approved by the library director. Alcoholic beverages may not be served in the library unless you have valid a liquor license.

All supplies for refreshments and food must be supplied by groups and/or organizations using the meeting room.

No foods may be deposited in the sinks (kitchen or bathrooms), drinking fountains or landscaping areas of the library. All food and beverages must be removed from the library immediately following the conclusion of the event and/or meeting by the group or organization using the meeting room.

Any costs incurred by library staff in the removal of un-disposed of food and/or beverages will result in a cleaning fee being charged to the group or organization responsible for requesting the room.

Fees

Non-Profit Organizations:

Non-Profit Organizations will not be charged for the use of the meeting rooms with appropriate 501(c)(3) documentation provided. However, donations to the Memorial Library of Nazareth and Vicinity are appreciated in order to maintain this free service. Payments are accepted in the form of cash or check, made payable to: The Memorial Library of Nazareth and Vicinity, Nazareth, PA 18064. Please reference the date of your meeting room reservation on the check memo line.

For-Profit Organizations:

For-Profit Organizations will be charged for the use of the meeting rooms as indicated below. The entire balance of the meeting room fee is due 1 week prior to the meeting. Payments are accepted in the form of cash or check, made payable to the Memorial Library of Nazareth and Vicinity, Nazareth, PA 18064. Please reference the date of your meeting room reservation on the check memo line.

***Meeting Room Fees:**

- Living Room Rate: \$100.00 per date reserved
- Lower Level Community Room: \$100.00 per date reserved
- Lower Level Board Room: \$25.00 per date reserved

Publicity

Groups and Individuals (for-profit and non-profit) organizations are responsible for their meeting or event's publicity. The library staff is not responsible for marketing any non-library sponsored meetings or events. Directional or promotional signs must be approved by the library director. No signage or materials may be attached to the walls, windows, doors or library furnishings. Each group or organization using the library's meeting rooms are responsible for their own reservations and RSVP's for their respective meeting. Program publicity may indicate the location and time of the scheduled meeting, but may not state or imply that the Memorial Library of Nazareth and Vicinity is a sponsor or co-sponsor unless specifically agreed upon by the library director.

Music/Entertainment/Performance Groups

Any music, entertainment or performance groups schedule in any of the library's meeting rooms must be approved by the library director. The music, entertainment or performance groups must not interfere with or disrupt library patrons or other library programs. Any groups or organizations showing movies must secure all necessary performance copyright licenses.

Indemnification

The group or organization reserving and/or using the Memorial Library of Nazareth's meeting room shall hold harmless, defend or indemnify the Memorial Library of Nazareth and Vicinity and its employees from and against any claims, loses, judgments, damages, bodily harm, illnesses, disease, death, destruction of property or expenses incurred while utilizing the Memorial Library of Nazareth and Vicinity's meeting rooms.

Disclaimer

The Memorial Library of Nazareth and Vicinity reserves the right to deny library meeting room use to:

- Groups, individuals or organizations whose previous conduct has not complied with library meeting room policies procedures as stated
- Groups, individuals or organizations who failed to abide by this meeting room policy or to cooperate with the staff of the Memorial Library of Nazareth and Vicinity and may result in loss of meeting room privileges.
- Groups, individuals or organizations whose conduct has resulted in damage or interfered with the other patron's library use.
- Groups, individuals or organizations that repeatedly don't show or cancel bookings.

Public use of meeting rooms may not interfere with the library's operation.

Library policies regarding patron behavior apply to meeting room use.