

## **Bedford Township Library Meeting Room Policy**

The Bedford Library, in response to the needs of community citizens, has program areas in the Library Building for use for non-profit groups on a first-come reservation basis. The large community room will accommodate 135 people and the smaller meeting rooms have a 10-20 person capacity. The ultimate goal for reserving meeting space in the Library Building is: (1) to ensure that Bedford residents will have first priority to reserve a meeting room or use of the grounds; (2) to provide an opportunity for greater awareness of the Library facilities in the community by highlighting the library materials, resources, and services in the Library building; and (3) to promote an awareness in the community that the Library Building has material to provide an excellent informational and educational service to the community, thereby providing a lifelong learning opportunity.

1. All Scheduled events must be open to the public
2. Meeting rooms are provided free of charge
3. Non-Library groups are not permitted to do fund-raising, sell goods or services, or to charge admission to programs held on library premises. Printed materials related to a program may be made available for purchase on a case-by-case basis with prior approval by the Head Librarian or her/his designee.
4. Groups wishing to serve light refreshments may do so with prior approval. Groups should be prepared to provide their own: (1) food, and (2) equipment (audio-visual). Groups are responsible for all clean up, set-up and take down. Fees may be assessed if cleanup is not properly performed. Alcoholic beverages and smoking are not permitted on Library premises.
5. Meeting facilities are available only during the hours the agency is open to the public. All meeting areas must be vacated no later than 15 minutes prior to the Library's closing time. Cancellations should be made 24 hours in advance
6. Neither the Township nor the Monroe County Library System is responsible for equipment, supplies, or any other materials owned by a group and used in the Library Building or on the grounds of the Library.
7. Meeting activities must not disrupt or inhibit the use of the Library or its patrons.
8. Users are not permitted to attach items to walls or ceilings except on the designated tack bars.
9. Special permission to use the piano or audio visual equipment is necessary.
10. The Township and/or the Head Librarian or her/his designee reserves the right to withdraw permission for meeting room use when conditions warrant such action. The name and phone number of a contact person is required for: (1) in the event that the Library needs to notify you of schedule changes; or (2) if Library receives public or media inquires about your meeting.
11. A "Meeting Room Facilities Reservation Form" must be filled out. Approval by the Head Librarian or her/his designee is required before the group will be scheduled into the meeting facility. In most cases, determination of this approval/non-approval will be made within five(5) business days.

The signer of this agreement, who must be an adult, is responsible for the orderly conduct of the group, and in the event of any damage to library and/or equipment, that individual will be liable. The applicant is responsible to see that attendance does not exceed the posted capacity of the room.

By my signature I agree to abide by the above regulations

Applicant's  
signature \_\_\_\_\_ Date \_\_\_\_\_

***Please sign and return to circulation desk***

Thank you for visiting the Library. We trust your use of the Library meeting room will be a pleasant one.

**Please indicate room requested:**

Room requested for use: \_\_\_\_\_ Community Meeting room (135 maximum capacity)  
\_\_\_\_\_ Conference Room (10-20 maximum capacity)

Anticipated attendance \_\_\_\_\_

Date \_\_\_\_\_ Time (from) \_\_\_\_\_ to \_\_\_\_\_  
*Include preparation & take down time*

Name (printed) \_\_\_\_\_

Home address \_\_\_\_\_

Phone \_\_\_\_\_

Name of Group or  
Organization \_\_\_\_\_

By my signature I agree to abide by these regulations. Please sign and return to circulation desk.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**Library use only**

\_\_\_\_\_ **approved**

By \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ **not approved**

By \_\_\_\_\_

Date \_\_\_\_\_

Reason \_\_\_\_\_

After event  
comments \_\_\_\_\_

\_\_\_\_\_