

Conference Center Meeting Room Policy

The Womelsdorf Community Library features a Conference Center Meeting Room that is in the rear of the Womelsdorf Community Library building at 203 W High Street, Womelsdorf, PA, 19567. This room is primarily used for library-related activities and programs.

- A. Meeting Organizers may request the use of the meeting room by completing a Conference Center Meeting Room Request Form.
 1. At the discretion of the Library Director, the Conference Center Meeting Room will be made available for functions in the following order: 1) Library hosted programs, meetings, and functions; 2) Community Groups for meetings or programs of an informational, educational, or civic nature; 3) Non-profit Organizations; 4) For profit Organizations.
 2. The library reserves the right to accept requests for Meeting Room use, or reject such requests, for any reason.
 3. Use of Library facilities does not imply endorsement of the Group's or Organization's viewpoints or beliefs by the Library staff, the Library Board of Trustees, or the Borough of Womelsdorf.
 4. Meeting Room requests are more likely to be approved for meeting(s) that occur during regular library hours of operation as Library staff or a Library Board Member must in the Library during all the hours that the Meeting Room is in use.
 5. Meeting Room requests are considered on a first-come, first-served basis.
 6. All meetings should conclude at least 30 minutes prior to the library's closing time and all attendees must exit by the library's normal closing time.
 7. The maximum capacity for the meeting room is 24 individuals.
 8. Use of the Meeting Room must not interfere or disrupt the normal operations of the library or present a risk or safety hazard to library staff, property, or patrons. Any such disruptions, risks, or safety hazards may result in immediate termination of the agreement to allow the group to use the Meeting Room, and a request that all meeting participants leave the Library immediately.
 9. The Group or Organization of the Meeting Organizer assumes all financial responsibility for any damage incurred by the Organization or its guests while using the library.
- B. Conditions of Use
 1. Groups and Organizations wishing to use the meeting room must contact the Library at least two weeks in advance for a Conference Center Meeting Room Request Form.
 2. A request to use the Meeting Room must be approved by the Library Director.
 3. Library staff is **not** available to assist with meetings, to operate equipment, to setup the Meeting Room before the meeting, or to clean up the Meeting Room after the meeting.
 4. Children under the age of nine may not be left unattended or unsupervised by adults attending a program or meeting.

5. Groups or Organizations must notify the library if they need to cancel a room reservation so the space can be made available to others.
6. The Library reserves the right to cancel any Meeting Room reservation at any time.
7. The Library reserves the right to discontinue use of the Meeting Room by an organization that has created a disturbance, caused damage, interfered with Library operations, or for any other reason.
8. At the Library Director's discretion, Organizations and Community Groups may be required to provide a Certificate of Insurance demonstrating general liability insurance, listing the Womelsdorf Community Library as a certificate holder and additional insured. Limits of insurance must not be less than \$1,000,000 per occurrence and \$2,000,000 per aggregate.
9. There is no strict charge for use of the Meeting Room, however, a donation to the library is strongly encouraged. Suggested donations can be found attached to the Conference Center Meeting Room Request Form.

C. Storage and Equipment

1. The library provides chairs, tables, a large-screen TV, and wireless internet access.
2. All equipment and materials belonging to the Organization must be removed from the Library at the conclusion of the meeting. No storage is available at the Library.
3. The Group or Organization is responsible for leaving the Meeting Room clean and orderly, with all tables and chairs returned to the prior position, and all meeting materials removed and disposed of.
4. Attendees may use the library parking lot during the meeting, at their own risk.

D. Regulations

1. Nothing may be attached to the walls, ceiling, or furniture.
2. No alcoholic beverages, smoking, vaping, controlled substances, or gambling.
3. No lighted candles or flames of any kind may be used in the Meeting Room.
4. No scented products or chemicals may be used in the Meeting Room.
5. All meeting publicity must include the following statement: "The views of [the Group or Organization or meeting] are not necessarily endorsed by the Womelsdorf Community Library."
6. The Library's phone and email addresses may not be included in any publicity unless the meeting is co-sponsored by the Library.
7. The library is not responsible for registering participants for the scheduled meeting.
8. The Conference Center Meeting Room Request Form must be completed and signed by an authorized representative of the Group or Organization who will attend the meeting and be responsible for the conduct of meeting attendees and for any damages.
9. The requesting Group or Organization hereby agrees to indemnify, defend, and hold harmless the library, its Board of Trustees, employees, and volunteers for any and all



liability, claims, and damages (including personal injury) as a result of the use of this Meeting Room.

E. Emergency Procedures

1. In the event of a fire or fire alarm, all participants should leave the Library immediately via the closest exit, and will be informed when it is safe to re-enter.
2. In the event of a medical emergency, call 911 first, and then notify Library staff. A basic First Aid Kit is available. The Library staff is not responsible for performing first aid on any meeting attendee, guest, child, or other person in the Library.

KEEP THIS POLICY FOR YOUR RECORDS.