



24 N. Reading Ave.

Boyertown, PA 19512

dpulginostout@gmail.com

610-369-0496

Library Room Use Policy

Purpose

Boyertown Community Library has a Meeting room and a Conference room available on the second floor and three study rooms available on the main floor. Library rooms may be available to community groups and individuals for meetings or programs of an informational, educational, or civic nature when they are not being used for library purposes.

Meeting Room and Conference Room Policy

1. Community groups may request the use of a room when it is not needed for library purposes. Use of library facilities does not imply endorsement of the group's viewpoints or beliefs by the Library staff or trustees. Priority is granted to 501(c)(3) organizations for informational, educational, cultural, governmental, or civic programs or meetings. Business and all other organization applications will be considered.

Fees: No charge for 501(c)(3) organizations.

Meeting room \$100 for all other organizations, groups or individuals.

Conference room \$50 for all other organizations, groups or individuals.

Payment can be made by cash, credit card (Visa, MC, and Discover).

Checks will only be accepted if reservation is made two weeks ahead of time.

2. Meetings may be scheduled only during regular library hours of operation. All meetings should conclude at least 30 minutes prior to library's closing time and all attendees must exit the building by the library's normal closing time. There is a four-hour limit for using the Meeting and Conference rooms, unless special approval has been granted.
3. The maximum capacity for the Meeting room is 100 (without chairs and tables) or 50 (with chairs and tables). The maximum capacity for the Conference room is 10 (with large table and desk chairs).
4. Prior arrangements can be made to use AV equipment. Limited staff assistance for this equipment is available.
5. Use of these rooms must not interfere or disrupt the normal operations of the library or present a risk or safety hazard to library staff, property or patrons.

Study Room Policy

1. Study rooms are available to patrons who need a private space to study or work. Patrons may request to use a room at our circulation desk or by phone.
2. Study rooms may be reserved up to 4 weeks in advance and may be reserved for up to 3 hours at a time. If no one is waiting after this time, staff may extend room time.
3. Small snacks and covered drinks are allowed. No meals or take-out are allowed.
4. A reserved room that has not been occupied within 15 minutes of reserved time will be made available for other users.
5. Study rooms should be vacated 15 minutes prior to closing.

Library Tutor Usage Policy

1. Tutors operate a for profit business and as such, are subject to room rental fees. However, in the spirit of encouraging educational advancement, the fees are minimal.
 - a. A \$5 per hour fee will be required prior to use of the study room; this is non-refundable.
 - b. Prior to the session, the tutor must register at the circulation desk.
 - c. Reservations for Study rooms can be made 4 weeks in advance.
 - d. A tutor may use public area of the library if available as long as it does not disrupt other patrons.
 - i. Tables or other library spaces can neither be reserved, nor can the expectation be made that others will be asked to move to accommodate a tutoring session.
 - ii. Library furniture may not be moved for tutoring sessions.
 - e. Tutors are responsible for any student under the age of 18 until they are released into the care of a parent or legal guardian.
 - f. Library staff should not be relied upon to deliver messages to clients.
 - g. Tutors may not publish or distribute advertisements or letters identifying the library as their place of business or imply library sponsorship of their activities.
 - h. The library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use available library space. All arrangements are made between the tutor, student and parents/guardians.
 - i. All Study room policies apply.

Reservations and Conditions of Use

1. Requests for the use of the Meeting room or Conference room can be made by completing and submitting the form below to Denise Pulgino Stout at dpulginostout@boycertownlibrary.org. Booking of a room is on a first-come, first-served basis with library use taking precedence.
 - a. Reservations should be made by an empowered member of the requesting group. Proof of this may be requested.
 - b. Groups or individuals must notify the library if they need to cancel a room reservation so the space can be made available to others. Fees will not be refunded with less than 24 hours' notice.
 - c. The library reserves the right to cancel any room reservation at any time. Fees will be refunded if the library cancels your reservation.

2. Children under the age of 9 may not be left unattended or unsupervised in the building by adults attending a program or meeting.
3. Users are responsible for leaving a room in order. Any trash generated by the group should be removed and may be placed in the dumpster outside the library. Ask for the lock code at the circulation desk.
4. Users are responsible for any damage to the property that occurred during their use.

Code of Conduct

- A. The use of tobacco, alcoholic beverages or illegal drugs are prohibited.
- B. Adult supervision is required when children are using the room.
- C. No posters, tape, or notes, etc. shall be placed on the walls, windows or doors of the rooms.
- D. No promotional materials may be left in the rooms or library by room users.
- E. Voices or computer audio should not be heard outside of the rooms.

Approved by the Board of the Boyertown Community Library on 29 April 2013.

Reviewed and amended 10 February 2016

Reviewed and amended 25 July 2018

Reviewed and amended 12 June 2019

Reviewed and amended 24 November 2020

Reviewed and amended 13 December 2022

DRAFT MAY 2024

APPROVED JUNE 2024



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BCL LIBRARY ROOM RESERVATION REQUEST FORM

Requesting Organization _____

Contact Person _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Check one:

501(c)(3) No charge proof of 501(c)(3) required)

Meeting Room \$100 for all other organizations.

Conference Room \$50 for all other organizations.

Mission Statement of Requesting Organization (attach organizational information as available):

Meeting Room Requested for:

Date _____

Arrival Time _____ Departure Time _____

Projected Number of Attendees _____

Purpose of Meeting:

If approval is granted, I agree that our group will fully abide by the rules and regulations stated in the library's current Library Room Use and Library Policies.

Signature

Date