

Emmaus Public Library

Margaret Knoll Gardner Lecture Room Use Policy

The Margaret Knoll Gardner Lecture Room (further referred to as the Lecture Room) is available for use by the public only when the Library is open. Groups using the Lecture Room must end the meeting or program, clean up, move all tables and chairs (as needed), and exit the Lecture Room before the Library's closing time. Groups using the Lecture Room are expected to comply with all Library Rules and Regulations.

Payment for use of the Lecture Room is expected at the time of reservation at the rate of \$50.00 per day or \$25.00 for up to 4 hours on any one day and includes the use of available tables and chairs and restrooms. Additional equipment available for use includes a Wi-Fi enabled laptop and projection equipment at the cost of \$5.00 per item, per day.

Waste must be placed in the proper receptacles. Any group using the Lecture Room is responsible for total clean up. The Library reserves the right to charge an additional fee if the Lecture Room must be cleaned after the group has left. Alcoholic beverages are not permitted with rental use. Non-alcoholic, covered beverages are allowed. Food is not allowed without specific permission from the Library Director.

The Library cannot supply storage space.

The Library cannot be responsible for setting up or taking down tables, chairs, other furniture items, or the group's own AV equipment. Groups using the Lecture Room may arrange the space to suit their needs but must return the Lecture Room to its original condition prior to the scheduled end of their time. The Library reserves the right to charge an additional fee for any damages found to Library property after the group has left.

Children cannot be left unattended at any time.

The Library is not liable for injuries to people or damage to property of organizations using the Lecture Room. The renter's authorized representative will be required to sign a Reservation and Waiver Form.

The needs of the Library take precedence over the needs of other groups. The Library reserves the right to cancel prior meeting room reservations in case of emergency (snow closing, etc.) Groups may cancel their reservations at any time and should notify the Library as soon as possible. If reservations are cancelled with less than 24 hours' notice, there may not be a refund. Refunds will be processed at the discretion of the Library Director.

Library- sponsored programs and activities (such as book sales, story time, and the preparation for these activities) may be scheduled before or after Library hours at the discretion of the Library Director.

The name, address, and/or phone number of the Emmaus Public Library may not be used as the official address or headquarters of any organization except those affiliated with the Library. The use of the Lecture Room by a non-Library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities. The Library does not advocate or endorse the viewpoints of presenters or attendees or Lecture Room users.

Policy approved, Emmaus Library Board of Trustees January 15, 2013
Effective Date of this policy – March 2, 2013
Amended February 19, 2019