

Upper Perkiomen Valley Library Association, Inc.

Premise Use Policy

LIBRARY COMMUNITY ROOM REGULATIONS

Use of the Community Rooms is subject to the following rules:

1. The Community Room may be reserved for a fee of \$25 per use by any non-profit educational, civic, or cultural organization which does not charge for attendance, other than to off-set expenses. Non-profit organizations may be required to display documentation of non-profit status such as a 501(c)3 letter.
2. Any for-profit organization, which desires to use the Community Room for educational, civic, or cultural reasons, may be permitted to do so for a fee of \$75.00 per each time used.
3. Any person who desires to use the Community Room for personal use may be permitted to do so for a fee of \$75.00 per each time used.
4. A \$75.00 fee is charged to help cover the cost of electricity, heat/ventilation, & cleaning for any event where any organization:
 - Charges an advance registration fee
 - Collects tuition
 - Charges in any manner for attendance
 - A for-profit organization that solicits the public to utilize the for-profit organization's services, now or in the future.
 - Personal use of the Community Room
 - Please note any excessive clean-up or damage repair will result in additional charges.
5. The Board reserves the right to limit use of the Community Room to organizations whose activities do not directly or indirectly interfere with library operations, adversely affect the public safety, or cause public disturbances.
6. Organizations using the Community Room must observe the public accommodation provisions of the Pennsylvania Human Relations Act under which it is unlawful "to discriminate against any person in the full use and enjoyment of such public accommodation on the basis of race, color, religion, sex, ancestry, national origin, handicap or disability, use of a guide or support animal due to blindness, deafness, or physical handicap, or because the user is a handler or trainer of such animals." Compliance with public accommodation provisions will not be applicable to certain gender-based organizations such as the Boy Scouts, the Girl Scouts, or similar organizations.
7. Applications shall be submitted to the Branch Manager of the library. Each applicant shall designate a responsible person who shall be present during the function in the Community Room. This person shall give his/her name, address, and telephone number, along with a brief description of the program or meeting to be held. This person shall sign the application, committing himself/herself to be responsible for the condition of the room.
8. Separate reservation requests are required for each meeting with separate functions.
9. Reservations should be made at least one week in advance. Payment of any applicable fee must be made at least one week in advance or the reservation may be canceled. Deposits will be refunded upon cancellation of reservation. Applications will be accepted in order of receipt with fee if applicable.

10. Attendance at meetings is limited to the available seating.
11. When meetings are being held in the large community room, entrance to the small room is from the upstairs. Exceptions may be made for those with disabilities.
12. **The group leader is responsible for informing attendees of parking restrictions.** The parking lot is the property of the Lofts apartments, the library has use of twelve (12) parking spaces on the 3rd Street side by the bamboo, the rest may not be used. The Lofts has the right to have car(s) in violation of their space towed at the owner's expense. Parking is available on Main Street. Key Bank permits parking in their lot below the alley at 4th Street.
13. Smoking is prohibited by Pennsylvania law. Alcoholic beverages may not be served in the Community Room.
14. The library assumes no responsibility for any property placed in the Community Room.
15. The Community Room may be reserved for any time during regular library hours. Consideration will be given to allow meetings to continue after the library closes provided that prior arrangements have been made with the Branch Manager. The library must be vacated no later than 5pm on Saturdays and 10pm on weekdays.
16. The library may have some equipment available. Please inquire if you have a specific need.
17. Publicity for the meeting should state clearly that the organization is the SPONSOR of the meeting and the library Community Room is the LOCATION. The Board of Directors of the Upper Perkiomen Valley Library does not endorse or seek to promulgate the objectives of any organization utilizing the Community Room.
18. The Community Room will be available with a standard set-up of chairs and each organization is expected to restore the room to the standard format.
19. The library reserves the right to cancel any function due to fire, natural disaster, power failure, weather, or other unforeseen disaster. The Board of Directors will not be held responsible for any other cost(s) incurred as a result of such cancellations.
20. The Board of Directors reserves the right to change this policy from time to time as it deems fit and reserves the right, on a case-by-case basis, to disallow or revoke permission granted to certain organizations from using the Community Room if that organization has previously violated these rules or if it is believed by the Board that the use of the Community Room will interfere with the library operations, adversely affect public safety, or cause public disturbances.
21. Cooking inside or outside the building is prohibited. Food prepared offsite may be brought to your event. Anything left in the refrigerator will be thrown out the next business day.
22. Use of the discovery science room is not part of the room rental.

In case of an emergency please contact the
Branch Manager at 267-467-8504

PREMISE USE REQUEST

Please Print Legibly

Name of Individual or Organization _____

Address _____ Phone# _____

Purpose of Use _____

Requested Date & Time _____ Today's Date _____

Equipment Requested _____

Additional Comments:

The undersigned acknowledges receipt of and agrees to abide by the rules listed in the permit use policy.

The undersigned also agrees to be responsible for and to hereby relieve the Upper Perkiomen Valley Library and its employees, agents, representatives, servants, and Board of Trustees (hereinafter "UPVL") from all liability by reason of any damage or injury to any person or thing which may arise from or be due to the use, misuse, or abuse of all or any part of the demised premises, including but not limited to the Library Community Room and all inside and outside openings/doorways, stairways, parking areas, ramps and hallways of any kind whatsoever, which may exist or hereafter be erected or constructed on said premises, whether such damage, injury, use, misuse, or abuse be caused by or result from the negligence of UPVL or any other person or persons whatsoever.

Individual or President of Organization

Date

| | |
|----------------------------------|---------------------|
| Staff use only | |
| Donation made \$ _____ | Check / Cash |
| Staff Initials: _____ | Date: _____ |
| Director's Authorization: | |