

## MEETING ROOM POLICY

Please make application to: Children's Department  
Abington Township Public Libraries, 1030 Old York Road, Abington, PA 19001  
phone: 215-885-5180, ext. 128, fax 215-885-9242

The Board of Trustees of the Abington Township Public Libraries invite organizations to make use of the Meeting Rooms in the Library. Rooms may be reserved for such times as they are not needed by the Library or the Friends of the Library.

No admission charge shall be made by the users of the meeting rooms for any meeting except by special review and approval by the Board of Trustees.

1. The use of the kitchen will be allowed (for light refreshments – no alcoholic beverages) with prior permission.
2. Any group holding meetings assumes responsibility for any damage to Library property.
3. **SMOKING IS PROHIBITED** including e-cigarettes .
4. The Library reserves the right to limit use to those organizations whose activities will in no way interfere with normal Library operations and programs.
5. Reservations will be accepted in order of receipt of signed application.
6. The Library Board of Directors reserves the right to revoke permission to use the Meeting Rooms.
7. Attendance at meetings is limited to 100 persons as per fire code.
8. Janitorial fees, if any occur, shall be the responsibility of the organization.
9. Twenty four hours notice is required for cancellation with the exception of emergency closures. The Library will not remain open for meeting room use in the event of an emergency closure. The Library will refund any payment if closed for an emergency.
10. The fee for nonprofit organizations is \$50.00 for the use of the meeting room.  
The fee for profit-making organizations is \$175.00 for the use of the meeting room.  
There is no charge for the use of the sound system which includes a DVD player, microphone, laptop computer, and a projector. **Users who plan to use the sound system may attend training prior to the meeting date if requested in advance.** Payment may be made by cash or a check made payable to Abington Free Library.  
Payment is due on or before the day of the scheduled meeting.
11. No meeting may run beyond, and all attendees are to leave, by 8:45 p.m. The Library meeting rooms are not available on Saturday or Sunday.
12. Flyers must be cleared with the Executive Director of the Library at least one week prior to the date of the event.
13. The names, addresses, and phone numbers of all sponsoring agencies must appear on the application form and on any flyers.
14. All promotional materials must contain the statement "This meeting/program is not sponsored by the Abington Township Public Libraries." Use of the Library's logo without the Library's written consent could result in the cancellation of the reservation. Groups may not use the Library's telephone number as a contact point.