

## Hellertown Area Library

### Meeting Room Policy

1. Reservations
  - (a) Reservations may be made during regular library hours in person or by phone.
  - (b) Reservations may be made up to one month in advance pending release of HAL event calendar.
  - (c) Should any questions or disputes about the meeting rooms arise the decision of the Library Director will be final.
  - (d) The person and/or organization making the reservation will be held responsible for the proper conduct and any damage to library property by attendees.
  - (e) Reservation of meeting rooms will be limited to persons with HAL library cards.
  - (f) Reservations for organizations with members seventeen years of age and under must be made by an adult. An adult must be present to supervise the meeting/members at all times.
  - (g) Meeting Rooms are only available during library hours.
2. Groups that espouse hate or violence as a means for change and any groups deemed inappropriate by the Board of Directors may be denied the use of meeting rooms.
3. Library sponsored events and library oriented groups will have priority for the use of all meeting rooms.
4. Fees
  - a. No fees will be charged for library sponsored events or library oriented groups.
  - b. Non-Profit and Civic Groups may use the room free of charge based on availability.
  - c. Individuals and students may use study rooms and conference room free of charge for private study based on availability.
  - d. For-Profit individuals and groups will be charged following fees based on availability:
    - i. Main Basement Area: \$40.00 per session.
    - ii. Conference Room: \$25.00 per session.
    - iii. Small Study Rooms: \$10.00 per session.
  - e. Meeting rooms may not be used until fee has been paid. There will be no refunds.
5. Smoking is not permitted anywhere in the library.
6. No audio-visual equipment will be provided. Groups may bring their own equipment.
7. Any publicity materials must clearly indicate the HAL is NOT the sponsor of any meetings.
8. The address of the library may NOT be used as the official address or headquarters of any group other than the library itself and the Friends of the Hellertown Area Library.
9. HAL reserves the right to discontinue the use of rooms by any group or individuals deemed a nuisance or interfering with library operations.
10. Meeting rooms must be left in a neat, clean, and orderly fashion.
11. Individual circumstances may be considered at Library Director's discretion.

Edited September 24, 2024