

# Bridgeville Public Library Meeting Room Policy

The Library will provide meeting room space in this priority:

Priority 1: Library sponsored programs

Priority 2: Official meetings and programs sponsored by or conducted by the Town of Bridgeville

Priority 3: Non-profit civic, educational and cultural groups

Priority 4: Private, for-profit businesses (subject to board approval)

The usage fees for the meeting room are as follows:

Full day (more than 4 hours)	For-profit: \$150	Non-profit: \$50
Half day (less than 4 hours)	For-profit: \$75	Non-profit: \$50

*All applicants are subject to the rules and regulations listed below.*

The meeting room cannot be used for personal events such as birthday parties, baby showers, etc.

Use of the library meeting room does not imply endorsement by the library staff or Trustees of the viewpoints presented.

- All announcements, press releases, flyers, etc. relating to meetings must clearly state that the meeting is not sponsored by the Bridgeville Public Library.
- All publicity must include the following statement:  
"This event is not sponsored by the Bridgeville Public Library."
- A copy of publicity must be provided for our records.

No programs may be disruptive of the library or its functions.

Events must be held during regular library hours and must end 30 minutes before the library closes. Exceptions approved by the Library Director or the board.

## **New Business Hours beginning September 1, 2018.**

- Monday & Friday: 10 am – 5 pm
- Tuesday, Wednesday, Thursday: 10am – 7pm
- Saturday: 10 am – 2 pm

Groups using the room are responsible for setting up the room to meet their own needs.

- Tables and chairs are provided. Charges will be assessed for damages.
- Exits must remain accessible.

The group is responsible for leaving the room in the condition in which it was found. Charges will be assessed for damages or required extra cleanup.

Groups using the kitchenette facility must bring their own food, drinks, utensils and paper products. The kitchenette must be cleaned up when the meeting is over.

No smoking, alcoholic beverages and illegal substances may be dispensed or consumed on Library property.

Open flames of any kind are not permitted anywhere in the Library building.

Nothing may be attached to the walls or equipment in the meeting rooms.

Subject to availability, the following audiovisual equipment may be used in the Bridgeville Library meeting room: DVD, projector, projection screen, and microphones.

There is no charge for the use of the equipment. The library cannot provide operators for the equipment. If instruction is required for equipment operation, it is mandatory that a representative of the group set up an appointment with staff in advance.

The Library can not be held responsible for the injury of any person while they are using the library meeting room. The library also is not responsible for materials, equipment, or other personal belongings left in the library meeting room by users.

The Library accepts no responsibility for the liability of groups meeting in the Library. Groups are encouraged to provide liability insurance for their members.

The meeting room capacity is limited to 200 people. Children must be supervised by adults (at least one adult for 10 children).

Accidents must be reported immediately to the library staff.

The number of people attending must be reported to the library for statistical purposes. A form will be provided for you.

The Library Board of Trustees has the right to accept or reject any applicant.

Permission from the Library Board of Trustees will be required for any use of the Meeting Room which does not clearly fit the stated Use Policy.

The Board reserves the right to cancel or suspend permission granted to any person, group or organization that violates the MEETING ROOM POLICY.

The Library reserves the right to revoke meeting room privileges at any time.

Failure to adhere to these regulations will result in discontinuance of the group's use of the Meeting Room.

# Bridgeville Public Library Meeting Room Request

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Name: \_\_\_\_\_  
(Please indicate the meaning of any initials or acronyms)

Event (Describe activity): \_\_\_\_\_

Date or dates of event: \_\_\_\_\_

Full day request (more than 4 hours): \_\_\_\_\_

Half day request (less than 4 hours): \_\_\_\_\_

Time room is needed: \_\_\_\_\_

(include time to set up and clean up)

Note: You may not come in to set up before this time. Opening and 30 minutes before closing are the normal limits of scheduled time for meetings without incurring fees.

Exceptions approved by the Library Director or the board: \_\_\_\_\_

## **New Business Hours beginning September 1, 2018.**

- Monday & Friday: 10 am – 5 pm
- Tuesday, Wednesday, Thursday: 10am – 7pm
- Saturday: 10 am – 2 pm

Time event or meeting is actually scheduled: \_\_\_\_\_ (this will appear on our posted room schedule)

Expected attendance: \_\_\_\_\_ (Maximum capacity 200)

List any equipment requests: \_\_\_\_\_

The usage fee for the meeting room is payable upon approval by the board. Cancellations must be in writing seven days prior to the event or the fee is non-refundable.

I have read the Meeting Room Policy and agree to abide by them. In addition, I will be responsible for the conduct of persons present at our event and will assume financial responsibility for any damage to or loss of Bridgeville Public Library property due to my group's occupancy of the Meeting Room.

Signature of person applying: \_\_\_\_\_

Name and Affiliation of person applying: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Work telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Please indicate preferred method of communication. \_\_\_\_\_

Date: \_\_\_\_\_

Meeting date(s) are **NOT** set until you receive confirmation back from the library. Please call if you do not get a confirmation back within one week by mail or 2 days by fax.

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Name of staff member accepting form. \_\_\_\_\_

Signature of confirming board member: \_\_\_\_\_

Date of confirmation: \_\_\_\_\_

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Please deliver in person, by fax or by mail to:  
Meeting Room Request  
Bridgeville Public Library  
600 South Cannon Street  
Bridgeville, Delaware 19933+  
Phone: 302-337-7401  
Fax: 302-337-3270

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