

# READING PUBLIC LIBRARY MEETING ROOM POLICY

Revised and Approved 12/16/2019

## Purpose

The Reading Public Library has two large meeting rooms, one at the Northeast Branch, and one at the Southeast Branch. These rooms are primarily used for library activities and programs. When not in use for library purposes, the meeting rooms may be available for community groups and businesses to rent.

At the request of the donor, the rooms in the Dr. Jerome I. Marcus Learning and Meeting Commons at the Main Library are available free of charge to patrons and community organizations by reservation.

## Policy

- A. Community groups and businesses may apply to use a meeting room at the Northeast or Southeast Branch when it is not needed for library purposes. Applications are available at all RPL locations and on our website. Patrons or community organizations may request a room at the Dr. Jerome I. Marcus Learning and Meeting Commons online or at the Main Library. Use of library facilities does not imply endorsement of the group's viewpoints or beliefs by the library staff, Board of Directors, Trustees, or the City of Reading.

Priority is granted to non-profit organizations for informational, educational, cultural, governmental, or civic programs or meetings. Business and for-profit organization applications will be considered.

1. Meetings may be scheduled only during regular library hours of operation. All meetings should conclude at least 30 minutes prior to the library's closing time, and all attendees must exit by the library's normal closing time.
2. The maximum capacity for meeting rooms:  
Northeast Branch:  
61 (utilizing tables and chairs) or 131 (unconcentrated chairs or standing)  
Southeast Branch:  
63 (utilizing tables and chairs) or 136 (unconcentrated chairs or standing)  
Dr. Jerome I. Marcus Learning and Meeting Commons:  
Small meeting rooms: 4 utilizing tables and chairs  
Large meeting room: 8 utilizing tables and chairs
3. Use of the meeting room must not interfere or disrupt the normal operations of the library, or present a risk or safety hazard to library staff, property, or patrons.
4. Please see the attached document for meeting room rental fees at the Northeast and Southeast Branches. At this time there is no fee to use one of the rooms at the Dr. Jerome I. Marcus Learning and Meeting Commons.
5. The individual or organization reserving the room assumes all financial responsibility for any damage incurred by the group and guests while using the library. A checklist for the condition of the contents and technology in each Dr. Marcus Learning and Meeting Commons room must be filled out upon entering and exiting when you reserve a room. The checklist must be handed to library staff at the Reference/Information Desk before leaving the Main Library.

## B. Reservations and Conditions of Use

1. A reservation to use one of the rooms at the Dr. Jerome I. Marcus Learning and Meeting Commons may be made using the scheduling panel outside each meeting room, on the library's website at: [readingpubliclibrary.org](http://readingpubliclibrary.org) or by calling the Information Desk at 610-655-6355. Immediate access may be possible.
2. Organizations or businesses wishing to use a meeting room at the Northeast or Southeast Branch must submit a completed Meeting Room Application to the Branch Manager at least 2 weeks in advance of the intended use. Forms are available at the library or on our website: [readingpubliclibrary.org](http://readingpubliclibrary.org).
3. A request to use a meeting room at the Northeast or Southeast Branches must be approved by the Executive Director or designee.
4. Once the Executive Director approves a request for use, the Branch Manager must prepare a Meeting Room Agreement consisting of:
  - a. Outline of the program
  - b. User's provisions

The Agreement must be signed by the Branch Manager, the responsible party for the organization using the meeting room, and the Executive Director.

### FOR MEETING ROOMS AT ALL READING PUBLIC LIBRARY LOCATIONS

5. Library staff is not available to assist with meetings or to operate equipment. Please review the attached document for audiovisual and technology setup fees at the Northeast and Southeast Branches.
6. Children under the age of 9 may not be left unattended or unsupervised by adults attending a program or meeting.
7. Groups or organizations must notify the library if they need to cancel a room reservation so the space can be made available to others. Fees at the Northeast or Southeast Branches will not be refunded with less than 24 hours notice.
8. The library reserves the right to cancel any room reservation at any time. Fees at the Northeast or Southeast Branches will be refunded if the library cancels your reservation.

#### Policy History

Approved and Adopted 12/21/2009

Revised and Approved 12/20/2010

Revised and Approved 12/19/2011

Reviewed and Accepted 12/17/2012

Reviewed and Accepted 12/15/2014

Reviewed and Accepted 12/21/2015

Reviewed and Accepted 12/19/2016

Revised and Approved 11/20/2017

Revised and Approved 4/16/2018

Reviewed and Approved 12/17/2018

**Reading Public Library  
Meeting Room Application**

Library Contact Information: Branch \_\_\_\_\_

Phone \_\_\_\_\_

Name of Organization \_\_\_\_\_

Business Address \_\_\_\_\_

Individual Responsible: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Nature or Title of Meeting \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Notes:

The user hereby indemnifies and holds harmless the City of Reading, the Reading Public Library, the Library Board, Trustees, Library employees and volunteers from all liability directly or indirectly related to an event or meeting held at a Reading Public Library facility under this application.

The user agrees that the group/organization will assume financial responsibility for any damage incurred by our group and its guests while using Library facilities.

Signature \_\_\_\_\_  
(Responsible party for the user group)

Date \_\_\_\_\_

Branch Contact \_\_\_\_\_  
(Branch Manager)

Date \_\_\_\_\_

Approved by \_\_\_\_\_  
(Executive Director)

Date \_\_\_\_\_

**Reading Public Library  
Meeting Room Fee Schedule**

**Educational Institutions, Community Groups, Service Clubs\***

0 – 4 hours: \$25.00

4+ hours \$50.00

\*Not-for-profit documentation must be provided

**Business and For-Profit Organizations**

0 – 4 hours: \$100.00

4+ hours: \$200.00

**A \$25 fee for audio/visual or technology set up or connection above and beyond what is normally available for public use will be charged.**

Meeting rooms are available at:

Northeast Branch Library  
1348 N. 11<sup>th</sup> Street  
Reading, PA 19604  
610-655-6361  
[rplne@reading.lib.pa.us](mailto:rplne@reading.lib.pa.us)

Southeast Branch Library  
1426 Perkiomen Avenue  
Reading, PA 19602  
610-655-6362  
[rplse@reading.lib.pa.us](mailto:rplse@reading.lib.pa.us)

The Reading Public Library Foundation at 113 S. 4<sup>th</sup> Street is also available for a fee.  
Information is available upon request.

Meeting Room Application and Meeting Room Agreement must be signed by the group representative, Library Branch Manager, and Executive Director.