

**Reading Public Library**  
**Meeting Room Policy**  
Revised and Approved 11/20/2023

**Purpose**

The Reading Public Library (RPL) has two large meeting rooms, one at the Northeast Branch, and one at the Southeast Branch that are primarily used for library activities. When RPL is not using them, they may be available to rent.

Additionally, Dr. Jerome I. Marcus Learning and Meeting Commons are at the Main Library, the Northeast Branch, and the Southeast Branch. By request of the donor, these Meeting Commons are available free of charge by reservation.

**Regulations**

- **General Usage:** The individual, organization, or business renting or reserving a Meeting Room or Meeting Commons will hereafter be referred to as the “User.” Priority is granted to non-profit Users for informational, educational, cultural, governmental, or civic programs or meetings. Programs planned by RPL take precedence over any outside meeting requests. Use of the meeting room must not interfere or disrupt the normal operations, or present a risk or safety hazard to library staff, property, or patrons. RPL reserves the right to accept or reject usage requests for any reason. In the interest of equitable community access, RPL may limit the number of reservations for a User to one per month. RPL may not be used for solicitation by outside organizations for party caucuses, political campaign purposes, or as a mailing address or headquarters for any organization. RPL may not be used for any religious services, sales promotions, gambling, or private social functions (e.g. birthday parties, baby showers, etc.). All meetings or events held in RPL by outside groups must be free of charge. Children under the age of nine (9) may not be left unattended or unsupervised by adults attending a program or meeting. Refreshments and prepared food are permitted in all rooms except the Dr. Jerome I. Marcus Learning and Meeting Commons. Alcohol is prohibited.
- **Publicity/Endorsement:** Use of library facilities does not imply endorsement of the User’s viewpoints or beliefs by the library staff, Board of Trustees, or the City of Reading. RPL requires that any meeting/program publicity include the following statement: “The views of this program are not necessarily endorsed by the Reading Public Library.” RPL’s logo, phone, fax number, and email address may not be included in any publicity.
- **RPL Cancellations:** RPL reserves the right to discontinue use of the facility by a User that has created a disturbance, caused damage, interfered with RPL operations, or for any other reason. RPL reserves the right to cancel any function due to inclement weather, power failure, or other unforeseen circumstances. RPL emergency closures will be posted to WFMZ.com. If a RPL branch location closes, the use of its Meeting Rooms or Meeting Commons is automatically canceled. While rental fees at the Northeast or Southeast Branches will be refunded if RPL cancels the reservation, RPL will not be held responsible for any cost(s) incurred because of cancellations. The User must notify the library if they need to cancel no later than twenty-four (24) hours in advance. Rental Fees will not be refunded for any cancellation with less than twenty-four (24) hours’ notice. Failure to show up within fifteen (15) minutes of a reservation will be considered a late notice cancellation, forfeiting any rental fees, and allowing others to access to the room.
- **Room Condition/Access:** The User assumes all financial responsibility for any damage incurred by the User and their guests, and is responsible for leaving the facility clean and orderly. If required, RPL will bill Users for cleaning costs. RPL personnel must have free access to all rented or reserved locations at all times. RPL retains the right to monitor, photograph, or record all meetings and events conducted on the premises to ensure compliance with all regulations. RPL cannot store User’s items before or after the meeting/program.
- **Equipment:** RPL provides limited chairs, tables, and wireless Internet connection. Library staff is not available to assist with meetings or to operate equipment.
- **Time limits:** Meeting/programs (including cleanup) may not extend beyond the RPL location’s closing time. Reservations should include any setup and cleanup time needed. The rooms are available during regular library hours only. Users should conclude their reservation at least 30 minutes prior to the library’s closing time, and all attendees must exit ten (10) minutes before the library’s normal closing time.

- **Public Performance:** Users showing copyrighted movies in the Library are solely responsible for obtaining written public performance licensing rights. Borrowing, renting, or purchasing a movie does not carry with it the right to show the movie outside the home.
- **Compliance:** Users agree to follow all RPL Policies, including the Meeting Room Policy. Failure to comply with any RPL policy may result in the cancelation of, or denial of, future reservations, financial liability for damages, and/or removal from the library.

**Reservation Details for Meeting Rooms located at the Southeast and Northeast Branch:**

- Users over the age of seventeen (17) who wish to rent a Meeting Room must submit a completed Meeting Room Application to the Branch Manager at least 2 weeks in advance of the intended use. Only applications dated for two (2) weeks to three (3) months in advance will be considered. Forms are available at the library or on our website: [readingpubliclibrary.org](http://readingpubliclibrary.org).
- RPL will only consider applications for times when the room is not needed for library purposes, and if the reservation does not conflict with any other RPL programs or services.
- The Northeast Meeting Room has a maximum occupancy of sixty-one (61) if using tables and chairs, and 131 for unconcentrated chairs or standing. The Southeast Meeting Room has a maximum occupancy of sixty-three (63) if using tables and chairs, and 136 for unconcentrated chairs or standing.
- Users must submit proof of nonprofit status (if applicable) with the application.
- Payment must be received seven days prior to the event. If payment is not received by the deadline, the reservation is automatically canceled.

<b>Meeting Room Fees (Does not apply to the Dr. Jerome I Marcus Learning and Meeting Commons)</b>		
<b>Organization Type</b>	<b>Hours</b>	<b>Fees</b>
Non-Profit Organizations*	0 – 4 hours	\$50.00
Non-Profit Organizations*	4+ hours	\$75.00
Individuals, Businesses, and For-Profit Organizations	0 – 4 hours	\$100.00
Individuals, Businesses, and For-Profit Organizations	4+ hours	\$200.00

\*Non-Profit documentation must be provided

\*\*Users who need audio/visual or technology set up or connection above and beyond what is normally available will be charged an additional \$25.00 Fee.

**Reservation Details for Dr. Jerome I. Marcus Learning and Meeting Commons:**

- Users, over the age of fourteen (14), may request FREE use of a Dr. Jerome I. Marcus Learning and Meeting Commons. Immediate access may be possible. There is a two (2) hour time limit on the use of these Meeting Commons; however, upon request, exceptions may be made based on availability.
- Main Library has two (2) Meeting Commons that can accommodate a maximum of four (4) people, and one (1) Meeting Commons that can accommodate a maximum of eight (8) people. Northeast and Southeast each have one (1) Meeting Commons\* that can accommodate a maximum of twelve (12) and eight (8) people, respectively.
- Users may make reservations up to three (3) months in advance by emailing or calling the following locations:

<b>Location</b>	<b>Address</b>	<b>Email</b>	<b>Phone</b>
Main Library	100 S. 5 <sup>th</sup> St; Rdg, PA 19602	<a href="mailto:rplconferencerooms@gmail.com">rplconferencerooms@gmail.com</a>	610-655-6355
Northeast Branch	1348 N. 11 <sup>th</sup> St; Rdg, PA 19604	<a href="mailto:Jennifer.bressler@readingpubliclibrary.org">Jennifer.bressler@readingpubliclibrary.org</a>	610-655-6361
Southeast Branch	1426 Perkiomen Ave; Rdg, PA 19602	<a href="mailto:Jennifer.bressler@readingpubliclibrary.org">Jennifer.bressler@readingpubliclibrary.org</a>	610-655-6362

Policy History

Approved and Adopted 12/21/2009  
 Reviewed and Accepted 12/19/2016  
 Revised and Approved 12/20/2010  
 Revised and Approved 11/20/2017  
 Revised and Approved 12/19/2011  
 Revised and Approved 4/16/2018

Reviewed and Accepted 12/17/2012  
 Reviewed and Approved 12/17/2018  
 Reviewed and Accepted 12/15/2014  
 Revised and Approved 12/16/2019  
 Reviewed and Accepted 12/21/2015  
 Reviewed Approved 11/16/2020

Reviewed Approved 03/21/2022  
 Revised and Approved 10/17/2022  
 Revised and Approved 04/17/2023

## Reading Public Library Meeting Room Application

Northeast Branch Library (1348 N 11<sup>th</sup> Street)

Southeast Branch Library (1426 Perkiomen Ave)

Organization name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

For-Profit Organizations

Non-Profit Organizations (Attach proof of Non-Profit status.)

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

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Program/Meeting Title: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

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

Describe Program/Event: \_\_\_\_\_

Will you need to use library-owned audio/visual or tech. equipment? Yes \_\_\_ No \_\_\_ (Extra \$25 charge)

If yes, indicate what items are needed: \_\_\_\_\_ Projector \_\_\_\_\_ Laptop \_\_\_\_\_ Bluetooth Speaker

**Statement of Responsibility:** I have read the RPL Meeting Room Policy and agree to abide by these and all other terms and conditions as set forth and hereby acknowledge receipt of a copy of the Policy. I understand that we will be responsible for our group and its guests while using RPL's facilities, and our group shall assume financial responsibility for any equipment, clean up, damages, or any other expenses incurred. I agree to report any injuries or accidents occurring on the premises to the RPL staff. I agree to observe all RPL policies while on RPL property.

**Hold Harmless:** The requesting User hereby agrees to indemnify, defend and hold harmless the City of Reading, the Reading Public Library, the Library Board, Trustees, Library employees, and volunteers from all liability, claims and damages directly or indirectly related to an event or meeting held at a Reading Public Library facility under this application.

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

Signature of User or Responsible Party: \_\_\_\_\_

Print Name of User or Responsible Party: \_\_\_\_\_

**STAFF USE ONLY**

Non-Profit 0-4 hours (\$50.00)	Non-Profit 4+ hours (\$75.00)	Others 0-4 hours (\$100.00)	Others 4+ hours (\$200.00)	Equipment Fee (\$25)	Number of Rental Days	Total Due

**Payment Collected:** Check amount \_\_\_\_\_ Cash Amount: \_\_\_\_\_ N/A reason \_\_\_\_\_

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

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

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

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