

Reading Public Library
Meeting Room Policy
Revised and Approved 12/16/2024

Purpose

The Reading Public Library (RPL) has two (2) 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 Main, 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 (1) 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 RPL’s website so that Users can check operating hours prior to any reservation. If a RPL branch location closes, the use of its Meeting Rooms or Meeting Commons is automatically canceled. Users should confirm operating hours the day of their reservation. 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. RPL 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 RPL 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 Customer Behavior Policy, the Internet Use Policy, and 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 two (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.
- 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.
- Payment must be received seven (7) days prior to the event. If payment is not received by the deadline, the reservation is automatically canceled.

Meeting Room Fees (Does not apply to the Dr. Jerome I Marcus Learning and Meeting Commons)		
Organization Type	Hours	Fees
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 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
- Users may book a room for thirty (30), sixty (60), ninety (90), or 120 minute sessions. Daily usage is limited to two (2) hours per User; exceptions may be made based on availability.
- Users must check in at the front desk for access to a room and must notify staff when finished.
- Reserved sessions will be canceled if the User is more than fifteen (15) minutes late, after which the room will be made available to others. If a room is vacated early, it will be made available to others if there is at least thirty (30) minutes until the next reservation.
- Main 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 one (1) month in advance at the front desk, by emailing, or calling at the desired location. Standing reservations are not permitted.
- Emergency closures automatically cancel any reservation. Users should check the website immediately prior to any scheduled reservation to confirm operating hours remain unchanged.

Location	Address	Email	Phone
Main	100 S. 5 th St; Rdg, PA 19602	rplconferencerooms@gmail.com	610-655-6355
Northeast Branch	1348 N. 11 th St; Rdg, PA 19604	rplne@readingpubliclibrary.org	610-655-6361
Southeast Branch	1426 Perkiomen Ave; Rdg, PA 19602	rplse@readingpubliclibrary.org	610-655-6362

Policy History

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