

## MEETING ROOM POLICY

### Policy Statement

Library meeting rooms provide opportunities for bringing together the resources of the library and the civic, cultural, educational, and recreational non-profit resources of the community. However, the prime purpose is for library-sponsored activities. The Board of Directors of the Lower Merion Library System has established the following policy regarding the use of public meeting rooms of its member libraries.

### Facilities Available

- Ardmore Library: 30 seats (auditorium arrangement)  
Small Meeting Room: 6 seats (conference setup only)
- Bala Cynwyd Library: Large Meeting Room: 45 seats (auditorium arrangement)  
Linda Bagley & Eli Dweck Conference Room: 8 seats (conference setup only)
- Belmont Hills Library: 45 seats (auditorium arrangement)
- Gladwyne Library: 45 seats (auditorium arrangement)
- Ludington Library: Large Meeting Room: 110 people for standing room only events; 85 chairs available  
*(If a turnout of greater than 85 is anticipated, attendees may have to stand along the sides of the room. Chairs are available on a first come, first served basis.)*  
Small Meeting Room: 7-8 seats (conference set up only)
- Penn Wynne Library: 30 seats (conference setup only)

### Policy

1. **ELIGIBLE GROUPS:** The library meeting rooms are available for use only by local non-profit community organizations of an educational, civic, or cultural nature operating for the public good. Meeting rooms are not intended for individual, private, commercial, promotional, nor purely social use. Meeting rooms are not equipped nor intended for dramatic presentations requiring stage equipment.
2. **CIVIC DIALOG:** Operating in the public interest, the Lower Merion Library System may make its

meeting rooms available for constituent services and informational meetings by incumbent public officials, but may not be used to support a candidate's or political party's campaign. The Lower Merion Library System encourages programming which provides an opportunity for debate of all issues affecting the public good.

3. **APPLICANT:** Only Lower Merion Township residents or groups sponsored by a Lower Merion Township resident will be considered for authorization to use the library meeting rooms under the eligibility requirements noted herein.
4. **ADMISSION:** All meetings shall be open to the public. No admission fee shall be charged, nor any donations solicited by the organization except by special review by the Director of Libraries in consultation with the Executive Committee of the LMLS Board. Such exception could include paid registration to conferences or institutes, or scheduled educational courses.
5. **PARKING:** Consideration of parking limitations may be weighed in considering approval for meeting room use on any particular day or evening.
6. **RESTRICTIONS:** Use of library meeting room facilities is subject to all existing laws, fire code regulations, township ordinances and regulations. Smoking and vaping is strictly prohibited throughout the libraries including meeting rooms, hallways, restrooms, public areas, and grounds.
7. **REFRESHMENTS:** Light refreshments are permitted upon the specific authorization of the Head Librarian, under specified conditions. Coffee may be served from a take-out box but no coffeepots or hotplates may be plugged in.
8. **RESPONSIBILITY:** Authorized users of the library meeting rooms will be held financially responsible for any damage to any portion of the facility, contents, or any equipment during such use. Groups that fail to clean up after use will be invoiced for custodial services.
9. **NONCOMPLIANCE:** Failure to comply with this policy may result in denial of future use of library meeting rooms, financial liability for damages, and/or immediate removal from the meeting room.

#### **Regulations for Use of Meeting Rooms**

1. The Lower Merion Library System is the agency responsible for the use of library meeting rooms. Each Head Librarian is the local representative of the library system.
2. **AVAILABILITY:** Rooms are available only during the library's regular operating hours, and only at such times as they are not required for library purposes. All groups must conclude meetings by the library's closing time.
3. **APPLICATION:** Written application must be made to the Head Librarian at least ten (10) days in advance. Applications will be considered in order of receipt of written application. The representative of the group must show the signed application to the Librarian-in-Charge at the time of use. There is no charge for the use of the meeting room but donations to the library are gratefully accepted.

4. RESERVATIONS: Reservations will be accepted for no more than six (6) months in advance. At the end of that period reservations must be renewed. The library reserves the right to rescind a reservation if the room is required for library purposes; in such a case, every effort will be made to give maximum notification of a cancellation to the reservation holder.
5. SET-UP: The organization is responsible for setting up the meeting room and returning it to the condition in which it was found. Library staff is not available for arranging chairs, tables, etc.
6. USE: The library reserves the right to limit the use of the meeting rooms to those activities which will in no way interfere with normal library operations and use, including parking. A responsible adult must be present at all times.
7. MAXIMUM OCCUPANCY: All fire regulations regarding maximum occupancy must be observed. Maximum occupancies when arranged auditorium style are: Ardmore: 30; Bala Cynwyd: 49; Belmont Hills: 49; Gladwyne: 45; Ludington: 120; Penn Wynne: 30 (conference style only).
8. PUBLICITY: The organization's publicity shall in no way imply that the library is sponsoring the group's meeting nor endorsing its aims unless permission to do so is specifically granted by the Head Librarian on the application form.
9. CANCELLATIONS: The library shall be notified in the event of a cancellation.

*Approved by the LMLS Board of Directors, November 7, 1991  
Amended October 6, 2015 & June 6, 2023*