

PROGRAM ROOM REGISTRATION FORM

Registrations must be approved at least 1-month in advance and must be approved by the Library Board and Library Director before registration is complete.

Events that are not open to the public, including personal parties or gatherings, those that generate revenue will be charged a \$100.00 space use fee due within 1-week of approval.*

Political and religious gatherings are prohibited.

Organization Information

Organization Name _____

Type of Organization (e.g. Non-profit, social group etc.) _____

Address _____

Contact Person _____ **Title** _____

Phone _____ **Email** _____

Event Information

Date: _____

Title and description of event: _____

Start Time: _____ **End Time:** _____
all events must end at least 30 minutes prior to library closing

Type of Event: _____

Estimated Attendance: _____ **Furniture needed:** Tables _____ Chairs _____

Equipment needed (circle all that apply):

TV DVD player Projector Laptop

Will you be serving food or drink? YES or NO

Fee Assessed: _____ **Date Paid:** _____ **Staff Initials:** _____

*Fees to be waived for Library Staff, Friends Group members, Library Board Members, and 501c3 non-profits

Date _____

Signature _____

Date _____

Library Staff Signature _____

Approved by

Library Board: YES NO

Library Director: YES NO

BALDWIN BOROUGH PUBLIC LIBRARY PROGRAM ROOM USE POLICY

- I. Purpose of Policy
- II. General Regulations
- III. Definition and Description of Program Room
- IV. Application and Scheduling
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I. PURPOSE OF POLICY

The Baldwin Borough Public Library (BBPL) provides space for gatherings in our Program Room. To ensure the room is available to all members of our community and to ensure it remains clean and functional, the BBPL sets forth the following policy governing the use of the library program room.

II. GENERAL REGULATIONS

- (A) To further the library's mission, the library provides space for community meetings, programs, and events [hereafter MPEs].
 - (B) The program room may never be used for: solicitation, religious or political gatherings.
 - (C) MPEs that would interfere with the library's operation by causing excessive noise, a safety hazard, or security risk are prohibited. The library retains the right to stop MPEs that were approved but are disruptive in the same manner. Reservation fee, if paid, will be returned in this instance. Individuals attending meetings or programs must comply with all library policies and shall immediately cease actions deemed in violation of these policies upon request.
 - (D) Use of the program room by any group or organization does not in any way constitute an endorsement by the library of the group or organization, its activities, or of the ideas and opinions expressed during the course of MPEs.
 - (E) Publicity generated by a group or organization for a MPE may recite the library name, address and other directional information. Publicity may not identify or imply the library as a sponsor. The library phone number shall not be used as a contact number, nor shall groups use the library as a mailing address.
- The undersigned shall agree to indemnify and hold harmless Baldwin Borough Public Library and its representatives from any and all costs, damages, losses, claims, and expenses incurred, directly or indirectly, a result of such organization's use of library space. Such costs, damages, losses, claims, and expenses shall include, without limitation, any damage to the library space, equipment, and/or furniture.
 - The library assumes no responsibility for any equipment, supplies or materials brought to the library by any group or individual attending the meeting; nor does it assume any liability for groups or individuals attending a meeting/activity in the library.

- The library assumes no responsibility for damage to, or theft of, any item displayed or exhibited in the library space. All items are placed in the library space at the owner's risk.
- If library equipment is used, the user shall set it up in advance of the meeting hour. The user shall have knowledge of how to operate the equipment. It is not the responsibility of the library staff to operate the equipment. The user shall assume all responsibility for repair or replacement of library equipment damaged during event.
- The undersigned agrees to leave library space as they found it (i.e. garbage thrown away, tables and chairs put back). Failure to do this may result in a ban on space usage for a minimum of six (6) months.
- I understand that the program room may not be used for religious or political gatherings
- I realize that failure to give twenty-four (24) hours' notice of cancellation may result in a ban on room use for a minimum of six (6) months.
- I agree to report any injury or accident occurring on the premises.
- Fees may be waived at Library Board's discretion
- Program room use may be cancelled at any time (including during the event) for any reason stated or not at the discretion of the Library Board and Director.
- No more than 15-people can be in the program room at any one time.

I hereby acknowledge that I have received and agree to Baldwin Borough Public Library's "Program Room Policies."

Sign Name

Print Name