



Use of Room 111

The Fleetwood Area Public Library has one program room available for use by the public when not in use by the library. The primary use of this room is for library programs and functions. When not in use by the library, the room may be utilized by the public upon approval by the Library Director and/or the Board of Trustees AND submission of a completed application and any applicable fees to the Borough of Fleetwood office.

The Board of Trustees does not endorse nor does it seek to promote the objectives of any organization using the room. The Board of Trustees shall not discriminate against any group in granting permission to use the facilities conditioned upon the group's compliance with this policy. All publicity utilized by the user must make clear that the Fleetwood Area Public Library is NOT the sponsor of the meeting/event. The Board of Trustees maintains the exclusive authority to decide any disputes regarding the use of the room.

The use of Room 111 shall be consistent with the mission of the library to enhance the recreational, educational, social and civic opportunities of our community and shall be governed by the following Board policies and regulations, subject to written exception by the Board of Trustees.

1. Use of the property shall be limited to those listed on the Fleetwood Borough Request for Use of Facilities Form.
2. A library staff member must be present at all times during any non-library use of the room, unless prior approval from the Board has been given.
3. At no time is the room to be utilized for activity of a commercial nature, except for seminars, training, or business meetings.
4. The equipment and property shall not be removed from the room.
5. The equipment and property shall not be used for any purpose that is in conflict with the aims and objectives of the library.
6. Every organization or individual shall sign a contract required by the Borough of Fleetwood and pay any applicable fees. The organization shall indemnify, defend, and hold harmless the library and Borough from any liability resulting in the use of the room.
7. Smoking, use of profane language, illegal drugs, alcoholic beverages, possession of weapons, and conduct that violates local, state, or federal laws and regulations are prohibited anywhere in the room.
8. No changes or alterations shall be made to the equipment or property.

9. The Board of Trustees reserves the right to discontinue use of the facilities by any group or organization that creates a nuisance, interferes with operations to other tenants in the Community Center, causes damage to property, or violates any other rule or regulation of the library or Borough of Fleetwood.
10. The Library Director or other delegated personnel shall have the authority to stop any authorized function if the function is endangering public safety or is causing disorder or disruption to the primary function of the Community Center and/or library.
11. The sponsoring organization or individual applying for use of the room assumes all responsibility for damage to library property or Borough of Fleetwood property and for leaving the room in original order. The group, organization, or individual utilizing the room is responsible for their own set-up and tear-down and must return all tables and chairs to their respective pre-use positions, remove the trash to the dumpster, and sweep the room after use. In the event that additional cleanup is necessary, the sponsoring organization or individual applying for use of the room will be charged \$50.
12. Groups or individuals using the room do so at their own risk and are responsible for their actions and the actions of their guests. Children may not be left unattended or unsupervised.
13. The maximum capacity for the room is 49 people. No group reasonably expecting more than 49 people in attendance shall not be allowed to use the room.
14. Walls may not be used for mounting or hanging pictures or displays, posters, etc.
15. In the event a scheduled function is cancelled, the group should notify the library as soon as possible so that others may use the space. In the event of inclement weather, the library may have to close. The event would also be cancelled.
16. Once an organization or individual takes occupancy in the room, they cannot leave the building until a staff member does a walk through to make sure the room has been left in good condition, unless prior approval has been given from the Board of Trustees. Then, a walk through will occur during the next operating day of the library.
17. The room must be vacated by all occupants by 9pm Monday through Friday, and by 4pm on Saturday. The room is not available on Sundays.

Approved by the Board of Trustees on April 16, 2019
Reviewed on May 18, 2021, May 16, 2023