

## **Horsham Township Library Meeting Room Policy**

### **Meeting Room Policy**

Meeting space is available to individuals or organized groups.

Requests for use of meeting space should be made at least one week in advance by completing an application form available from the library and downloadable from the library's website. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved.

Groups or individuals are asked to please telephone the library's Circulation Supervisor at (215) 443-2609 ext. 207 48 hours prior to their meeting to confirm their room reservation. If they cancel their meeting, please call and inform the library so that space can be made available to others that might be waiting.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff, Library Board or Horsham Township.

Meeting space may be reserved no more than ninety days in advance.

It is understood that library programming will have first priority in room use.

A security deposit of \$20.00 is required for all reservations. In addition, some fees for use of meeting space may apply. Please refer to the section on fees below for more information on charges.

Refreshments may be served and shall be provided by the group. No smoking is allowed.

Meetings may be scheduled only during regular library hours of operation. All meetings should conclude 15 minutes prior to the library's closing time and all attendees must exit by the library's normal closing time.

The people using the room shall leave it in a neat, clean, orderly condition; if not, the group/individual will be given notice that continued abuse will result in being denied access to the meeting room.

The library provides tables and chairs for use in its meeting rooms. The people using the room will be responsible for setting up or arranging tables and chairs to suit their purposes.

The people using the room may not open or close the folding partitions which divide the meeting rooms. All re-configuration of the folding partitions must be done by library staff only.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

#### **Fees:**

A security deposit of \$20.00 per room is due with each reservation application. The security deposit will be kept if the group stays beyond the times specified on the application, does not clean up after themselves, damages the room(s) or equipment, or fails to cancel their reservation within 1 week. Otherwise, it will be returned at the conclusion of the event. Forfeit of a security deposit may be waived at the discretion of library staff in the event of an emergency cancellation.

A user fee may be charged for each section of the meeting room (i.e. Room A, Room B, Room C, with use of multiple sections requiring payment of a fee for each) according to the following fee schedule:

	Group A	Group B1	Group B2	Group C	Group D	Group D
Meeting Room A	No charge	No charge	No charge	\$20/ hour	\$35/ hour	\$50/ hour for use of multiple rooms
Meeting Room B	No charge	No charge	No charge	\$20/ hour	\$35/ hour	
Meeting Room C	No charge	No charge	No charge	\$20/ hour	\$35/ hour	
Coffee Pot & Supplies	\$10 per pot	\$10 per pot	\$10 per pot	\$10 per pot	\$10 per pot	\$10 per pot
Equipment	TBD	TBD	TBD	TBD	TBD	TBD

Classification of groups:

Group A: applies to Horsham Township Council, advisory boards, authorities and committees, Horsham Township operating departments, Horsham Fire Company and Hatboro-Horsham School District.

Groups B1 and B2:

- B1: includes the following groups
  - Youth sports organizations
  - County, State, Federal, elected officials representing Horsham Township
  - Community, civic or political organizations located within Horsham Township
- B2: includes the following groups where an admission fee is not charged
  - Home Owners Associations located within Horsham Township
  - Non-profit organizations and Churches located within the boundaries of Horsham Township
- Group C: applies to youth sports organizations and other community or civic organizations located within Horsham Township for activities and/or events where an admission or registration fee is charged; a donation is solicited, or funds are being raised.
- Group D:
  - Private citizen (resident or non-resident)
  - For profit Organization (resident or non-resident)
  - Business and Commercial organization (resident or non-resident)
  - Non-profit, political, non-community agency or organization located outside the boundaries or Horsham Township.

Horsham Township Library  
Meeting Room Reservation Form

Meeting space is available to individuals or groups. Requests for meeting space should be made at least one week in advance and not more than 90 days in advance. Library and Horsham Township programs take priority. Reservations for outside groups are made on a first come, first served basis. Some fees apply.

For complete information about rules and costs for using library meeting space, please read the section of the library's policy manual covering Meeting Room Use, posted on the library's website at [www.HorshamLibrary.org](http://www.HorshamLibrary.org), before sending in your application.

You may fill out this application, print it and turn it in to the library in person, by fax or by mail. After receiving your application, the library will check its schedule to make sure a meeting room is free for the date and time you requested. You will receive a response by mail, fax or email either confirming your reservation or asking you to choose an alternate date.

Date received: ___/___/___
Cash   Check # _____ Staff init: _____
Date returned: ___/___/___
Staff init: _____

A security deposit of \$20.00 is due with each reservation application.

Applicant (group or person sponsoring the meeting): \_\_\_\_\_

Contact person's name: \_\_\_\_\_

Contact's mailing address: \_\_\_\_\_

Contact's daytime telephone: \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_

Contact's evening telephone: \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_

Contact's email address: \_\_\_\_\_

Requested meeting date: \_\_\_/\_\_\_/\_\_\_

Beginning & ending times: from \_\_\_\_\_  am /  pm to \_\_\_\_\_  am /  pm

Name of meeting: \_\_\_\_\_

Size of audience: \_\_\_\_\_ people (please estimate)

Group Classification:  A  B1  B2  C  D

Will you serve refreshments?  yes  no

Fee calculation: Hourly fee: _____ x Hours _____ = \$ _____
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Do you need a projection screen?  yes  no (note: use of audio-visual and projection equipment is negotiated on a case by case basis. Some fees apply.)

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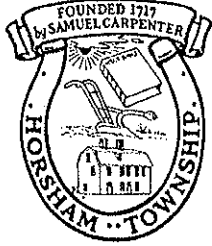
Bring your completed reservation form to the library or send it by mail or fax to:

Stephanie McKenna, Circulation Supervisor  
Horsham Township Library  
435 Babylon Road  
Horsham, PA 19044-1224  
Fax: 215-443-2697

For questions or more information, contact:

Stephanie McKenna, Circulation Supervisor  
Telephone: 215-443-2609, ext. 207

Group Classification	Group A	Group B1	Group B2	Group C	Group D	Group D
Meeting Room A	No charge	No charge	No charge	\$20/hour	\$35/hour	\$50/hour for use of multiple rooms
Meeting Room B	No charge	No charge	No charge	\$20/hour	\$35/hour	
Meeting Room C	No charge	No charge	No charge	\$20/hour	\$35/hour	
Coffee Pot & Supplies	\$10 per pot					
Equipment	By special request: to be determined on a case-by-case basis					



**TOWNSHIP OF HORSHAM  
HORSHAM TOWNSHIP LIBRARY**

**HOLD HARMLESS AGREEMENT AND INSURANCE  
REQUIREMENTS  
FOR LIBRARY FACILITY USE**

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
between \_\_\_\_\_ (hereinafter referred to as the  
*(renters name)*  
“user”) and the Township of Horsham (hereinafter referred to as the  
“Township”).

**WITNESSETH:**

WHEREAS, User desires to use a certain Township facility, to wit, library meeting room(s)  
*(rental location)*  
on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ and;  
*(date)* *(beginning time)* *(ending time)*

WHEREAS, Township is willing to permit Applicant to use these Township Facilities subject to certain conditions.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter set forth and intending to be legally bound hereby, the parties agree as follows:

**Indemnification**

In consideration for permission to use Horsham Township Library’s meeting facilities, Applicant agrees to the fullest extent permitted by law to defend, indemnify, pay on behalf of, and save harmless Horsham Township, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys’ fees and all other costs connected therewith, arising out of or connected to the Applicant’s use or occupancy of the premises of Horsham Township Library.

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**Insurance**

Compliance with the terms of this section is: \_\_\_\_\_ Required \_\_\_\_\_ Waived

1. The Applicant shall purchase and maintain throughout the term of this agreement or its use or occupancy of Horsham Township premises commercial general liability insurance or its equivalent with minimum limits of:  
\$ 1,000,000 each occurrence;  
\$ 1,000,000 personal and advertising injury;  
\$ 2,000,000 general aggregate; and  
\$ 1,000,000 products/completed operations aggregate.

2. This commercial general liability insurance or its equivalent shall include coverage for all of the following:
  - a. Liability arising from premises and operations;
  - b. Liability arising from products and completed operations;
  - c. Contractual liability including protection for the Applicant from bodily injury and property damage claims arising out of liability assumed under this agreement;
  - d. Liability arising from the explosion, collapse, or underground (XCU) hazards;
  - e. Liability arising from athletic or sports participation; and
  - f. Liability arising from bodily injury to spectators.

3. The Horsham Township and the Horsham Township's elected and appointed officials, officers, agents, employees and authorized volunteers shall be named as additional insureds on this commercial general liability insurance policy as respects Applicant's use or occupancy of the premises of the Horsham Township. The following manuscript wording must be utilized on the additional insured endorsement issued by the general liability insurer and shown on the insurance certificate submitted by Applicant to evidence its purchase of commercial general liability insurance:

This policy is amended to include as additional insureds the Horsham Township and the Horsham Township's elected and appointed officials, officers, agents, employees and authorized volunteers, but only for liability arising out of your operations on, at or adjacent to premises of the Horsham Township, "your product" or "your work".

4. If the Applicant has any owned autos, the Applicant shall purchase and maintain throughout the term of this agreement or its use or occupancy of Horsham Township premises business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for liability arising out of the ownership, maintenance or use of any auto and for automobile contractual liability.
5. If the Applicant has any employees, the Applicant shall purchase and maintain throughout the term of this agreement or its use or occupancy of Horsham Township premises workers compensation insurance or its equivalent with statutory benefits as required by any state or Federal law, including standard "other states" coverage, and employers liability insurance or its equivalent with minimum limits of:

\$100,000	each accident for bodily injury by accident;
\$100,000	each employee for bodily injury by disease; and
\$500,000	policy limit for bodily injury by disease.
6. The Applicant shall purchase and maintain throughout the term of this agreement or its use or occupancy of Horsham Township premises umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:

\$5,000,000	per occurrence;
\$5,000,000	aggregate for other than products/completed operations and auto liability; and
\$5,000,000	products/completed operations aggregate

and including all of the following coverages on the applicable schedule of underlying insurance:

- a. Commercial general liability;
- b. Business auto liability; and
- c. Employers liability.

7. All insurance policies required by this agreement shall be endorsed to include the following provisions:
    - a. The Township, (including its elected or appointed officials, agents, volunteers and employees.) shall be named as additional insured under all coverage except Worker's Compensation and accident and health policies, and the certificate of insurance (or the certified policy if requested) must so state.
    - b. Coverage provided by the User under this agreement shall be primary as respects the Township, it's elected and appointed officials, agents, volunteers and employees. Any coverage maintained by the Township shall apply in excess of the insurance required by this agreement.
    - c. This policy is not subject to cancellation, non-renewal, material change, or reduction in coverage until after 45 days prior written notice has been given to the Township. (Therefore, the words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, it's agents or representatives" are to be eliminated from the cancellation provisions of standard ACORD certificates of insurance.)
  8. Prior to commencement of any activities authorized by this agreement the Applicant shall deliver to the Township certificate(s) of insurance confirming the existence of the insurance requirements described above. If the Applicant fails to maintain the aforementioned insurance, the Township may (at its option) obtain such insurance and forward an invoice for payment of the premiums to the Applicant.
  9. Any acceptance and/ or approval of any insurance by the Township shall not be construed as relieving or excusing the Applicant from any liability or obligation imposed upon the Applicant by the provisions of this agreement.
  10. Unless the Township grants specific approval for an exception all insurers must:
    - a. Be admitted to do business in the Commonwealth of Pennsylvania and;
    - b. Have a policyholders' rating of "A" or better, and financial size of "class VII" or better in the latest addition of Best's Insurance Reports.
    - c. Any deductibles shall be disclosed and all deductibles will be assumed by the User.
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#### **Waiver of Subrogation**

To the fullest extent permitted by law, the Applicant and its employees, officials, volunteers, agents and representatives waive any right of recovery against the Horsham Township and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Applicant's use or occupancy of the premises of the Horsham Township or arising out of Applicant's operations on, at or adjacent to any premises of Horsham Township. Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of Horsham Township and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation insurance policy, if any.

**Damage to Property of the Applicant and its Invitees**

The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Horsham Township.

**Termination**

The Township reserves the right to cancel and terminate this agreement at any time for cause. Cancellation does not relieve the Applicant from any liability assumed under this agreement.

**Non-Transferable**

Applicant shall not sublet without prior written consent of the Township.

Applicant's Name:

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

Township Of Horsham /  
Horsham Township Library:

By: \_\_\_\_\_

Title: \_\_\_\_\_

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