

## Horsham Township Library Meeting Room Reservation Form

Group/Individual Name: \_\_\_\_\_

Contact Name (if different from above): \_\_\_\_\_

Group's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Is the group located within Horsham Twp.?       yes       no      (check one)

Is the group a non-profit?       yes       no      (check one)

*If yes and based in Horsham Twp., you may be asked to provide a copy of PA Public Disclosure Form BCO-23, PA Bureau of Charitable Organizations Registration BCO-10 OR proof of 501(c)(3) status.*

*If no, see the following fee schedule for Meeting Room Reservations<sup>☞</sup>:*

1 Room (up to ~40 people)	\$40 per hour
2 rooms (up to ~80 people)	\$60 per hour
3 rooms (entire space, up to ~180 people)	\$80 per hour

*If yes, and you are accepting payments or soliciting donations, see the following fee schedule for Meeting Room Reservations:*

1 Room (up to ~40 people)	\$20 per hour
2 rooms (up to ~80 people)	\$20 per hour
3 rooms (entire space, up to ~180 people)	\$20 per hour

AMOUNT OWED: \$ \_\_\_\_\_ FOR # \_\_\_\_\_ HOURS

Rental Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Start time: \_\_\_\_ (am/pm) End time: \_\_\_\_ (am/pm)

Please allow yourself extra time to set up the room according to your needs. Library staff does not set up the room in advance. Time spent setting up the room counts toward your total time reserved. Meeting times are confined to library hours, building must be empty before closing time.

# tables needed \_\_\_\_\_ # chairs needed \_\_\_\_\_ Serving food/drink?     yes     no (check one)

*{Please clean up your food and do not deposit liquids into trash; they must be poured into sink in meeting room.}*

Need projection screen?     yes     no (check one)

\*A reservation fee is required for each instance of meeting room reservation. Reservers are charged a \$10 *non-refundable* fee per room use.

☞ Meeting room charges and ancillary charges are subject to change without notice.

Non-profits may not solicit donations or collect payments on library property when using its meeting room on an unpaid basis; non-profits wishing to pursue those activities (e.g., Horsham sports team registration payments) may do so when they have paid a small per-room fee, as noted above.

Direct mail or any other promotional materials used by reservers must make clear in print that they have no affiliation with Horsham Township Library. This includes not using the library's address as a return address, or printing the library's address on direct mailers in such a way that the Post Office construes it as a return address for any undelivered mailers.

Online and social media promotion must make clear that there is no affiliation between the library and the meeting being held.