

**NORWIN PUBLIC LIBRARY  
THE WILLIAM KUNKLE COMMUNITY ROOM POLICY**

**Adopted by the Norwin Public Library Board of Trustees February XX, 2024**

The Norwin Public Library is a limited public forum, designed to support the cultural, educational and informational needs and interests of the community. The Norwin Public Library Board encourages the use of the William Kunkle Community Room for purposes that benefit the Norwin community and Norwin area residents. The Community Room is available to the public with the following guidelines set by the Library Board of Trustees:

- The Community Room is not intended for regularly scheduled meetings (for example, the first Monday of each month) or events that span multiple days.
- Reservations for use will be taken on a first come, first served basis. Reservations from outside groups or organizations will **not be considered more than six weeks in advance.**
- Requests to reserve the Community Room must be submitted via email and outside groups and organizations must provide a written description of the event and the objectives of the group.
- Nonprofit groups or organizations may use the room free of charge. For-profit entities may rent the room for a fee of \$50.00 per hour.
- The Community Room will not be used for political rallies, religious services, recitals or musical performances, receptions, or private parties of any kind.
- All meetings must be open to the public and no attendance or entry fee may be charged.
- Only the Library (or a library group) may sponsor a fund-raising or purely social event and **meetings for the primary purpose of fund raising by other groups are prohibited.**
- Outside groups or organizations may collect ordinary annual dues or donations or sell miscellaneous items (such as organizations calendar, etc), provided that such activity is incidental to the purpose of the meeting and not a requirement to participate. A fee for supplies may be charged in conjunction with a workshop.
- **Commercial sales and promotions of businesses and soliciting are prohibited.**
- Library sponsored or co-sponsored programs always take priority. The Library reserves the right to change or cancel reservations within a reasonable time to accommodate Library programs.
- Use of the Community Room does not imply Library endorsement, and no announcement, press release, flyer or other promotion should state **or imply** Library endorsement or sponsorship of the event or the group or organization. Outside groups or organizations may not use the Library's name or address as their own address or

headquarters location. Groups or organizations are not permitted to store their property at the Library between meetings.

- Outside groups or organizations using the Community Room will provide a Certificate of Insurance naming the Norwin Public Library as additionally insured upon request.
- Outside groups or organizations using the Community Room agree to indemnify and hold harmless the Norwin Public Library from any and all suits, actions, claims, or demands of nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or equipment.
- Outside groups or organizations reserving the Community Room assume full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the Americans with Disabilities Act.
- Use of the Community Room must not interfere with the normal operation of the Library.
- Outside groups or organizations, not the Library Staff, are responsible for the set up and cleanup of the room. The person reserving the room will be responsible for the condition of the room and any equipment used. Outside groups or organizations will be billed for the repair of any damage to Library facilities or equipment.
- Light refreshments may be served, but alcoholic beverages **are not permitted**.
- Handouts, pamphlets or other materials may **not** be distributed or displayed outside of the Community Room or left in the Library at the conclusion of the meeting.
- Adults bringing children to an event must keep the children with them in the Community Room. Children may not sit or play in the corridor or be left unsupervised in the Children's Library. For additional guidelines, please refer to the Unattended Child Policy on the Norwin Public Library website.
- Persons attending meetings are subject to all borough ordinances, state and federal laws, and Library policies.
- For the purposes of this policy, an outside group or organization is defined by any entity other than the Norwin Public Library or the Friends of the Norwin Public Library.
- Any dispute regarding whether an event is permitted will be up to the discretion of the Library Director, which will be final.