

Bridgeville Public Library Meeting Room Policy

The Bridgeville Public Library (BPL) offers meeting space to support library-sponsored programs and community use. When not in use for library-related activities, the meeting room may be rented for meetings and events of an informational, educational, cultural, or civic nature. Use of the space must not interfere with library operations or create safety concerns.

General Use

The meeting room is a community resource aligned with BPL's mission to support personal, educational, and professional growth. It may be reserved by:

- Non-profit groups
- Private individuals
- For-profit businesses

Rentals held with the intention of generating revenue are not permitted. Rallies, campaigning or petitioning or any kind, and worship services are also specifically prohibited.

All non-library reservations are subject to a \$20/hour fee, payable one week prior to the reservation.

Limitations on Use

- The room may not be used as a regular meeting location for any non-library group. This ensures fair access for all.
- Activities must comply with all applicable laws, local ordinances, and library policies.
- The meeting room is not available for events that may disrupt normal library operations or pose a safety or security risk.
- All library and library-related programs and activities take precedence when scheduling.

Cancellations

- BPL may cancel reservations if the building is closed due to maintenance, inclement weather, or other unforeseen circumstances.
- The Library Director may revoke permission if a scheduled activity violates the meeting room policy.
- Groups must cancel at least twenty-four (24) hours in advance. Failure to do so may result in a three (3)-month suspension of room use.

- If the reserving party does not arrive or call within thirty (30) minutes of the scheduled start time, the reservation will be forfeited and the room may be released.

Terms of Use

- Use of the meeting room does not imply library sponsorship or endorsement. Promotional materials must not suggest otherwise.
- Groups are responsible for their own materials and setup. Items may not be stored at the library.
- Room access is limited to the reserved time. Set-up and clean-up time must be included in the reservation.
- The meeting room must be vacated ten (10) minutes before the library closes. A fifteen (15) minute warning will be given.
- Children must be supervised at all times.

Room Set-up and Clean-up

- Tables and chairs are available but must be arranged by the user.
- The room must be returned to its original condition after use. This includes restoring the furniture to its original position.
- Failure to clean up may result in a cleaning fee or a three (3)-month suspension from using the room.

Food and Drink

- Food and beverages are allowed.
- Users must clean up all trash and spills. Excess trash (more than the provided bins can hold) must be removed from the premises.
- Limited cleaning supplies are available upon request.

Damage and Liability

- The reserving party is responsible for any damage to library property.
- Any damage or excessive cleanup will be billed to the group and may result in a restriction on future use.

Reservations

- Reservation requests must be submitted and approved by the Library Director or designee.
- An authorized representative must sign the meeting room request form, acknowledging:
 - They have read and agree to comply with all policies.

- They are financially responsible for any damages.
- Violations may result in a suspension of room use for up to three (3) months.

Staff Assistance

- Staff may provide limited assistance with library-owned equipment if available.

Additional Notes

- Attendance is limited by fire code capacity.
- Activities must remain within the meeting room.
- The reservation and use of other library spaces is not included in the meeting room reservation.

BRIDGEVILLE PUBLIC LIBRARY

Program Room Reservation Form

It is your responsibility to familiarize yourself with the library's Meeting Room Use Policy to ensure your meeting qualifies to be held at the library. Upon approval of your reservation, payment must be made in advance.

You may return this form in person or mail it to:

Bridgeville Public Library
505 McMillen Street
Bridgeville, PA 15017

ORGANIZATION/ INDIVIDUAL INFORMATION

Organization (Individual) Name _____

Name of Contact Person _____

Mailing Address _____

City, State, Zip _____

Contact Person _____ Title _____

Phone Day _____ Evening _____

Email _____

Event Information

Event Date(s): _____

Start Time: _____ End Time: _____

Title and description of event: _____

Estimated Attendance: _____ Children _____ Adults _____

Proposed format (circle one): Lecture Discussion Group Workshop

Approved August 19, 2025

Refreshments Provided _____ YES _____ NO

Approved August 19, 2025