

## Upper Dublin Township Meeting Rooms Policy, Regulations & Fees for Use

Upper Dublin Township is the place to meet! Among the Township's facilities, there are performance spaces\*, gathering places, community and conference rooms and study areas. Whether you need a small, quiet space for study, a larger room for collaboration, or a venue to host an important event – the right size space is available in Upper Dublin Township. To complete an application, please email Linda Brink, [lbrink@upperdublin.net](mailto:lbrink@upperdublin.net) or call 215-643-1600 x3238

### Permitted Uses

Meeting rooms are available for reservation and/or rental when the use does not interfere with Township-sponsored or related programs and services. The rooms are intended for use by community members, groups and organizations for meetings and gatherings of general interest that are open to the public although private events are permitted in some venues.

### Meeting room rental spaces may not be used for:

- Events where admission is charged or participants pay to attend (i.e., classes, seminars, workshops)
- Recruitment of or marketing to prospective clients
- Advertising or selling of products or services
- Business solicitations
- Public events (unless co-sponsored by the Library or another Township department)
- Political groups may use the facilities for free events, provided an Upper Dublin resident agrees to the Township's terms for use. Incumbent elected officials, whose districts include part or all of Upper Dublin Township may use facilities for informational meetings about matters of general interest to the public and NOT political campaigning

Permission to use facilities and meeting rooms is revocable and does not constitute a lease. The Township reserves the right to deny applications for use based on the availability of space and the suitability of the activity or use, based on this policy.

### Publicity Requirement

Groups may not offer or publicize their meeting or event to the general public. Groups may publicize their meeting or event through their own membership lists, private emails lists, opt-in marketing lists or other channels that reach a pre-defined group of members. Such internal invitations must not include the Library or Township logos or other Township branding, and may not imply Library or Township sponsorship. Any invitations for the meeting must include the following text: "Upper Dublin Township & Library does not advocate or endorse the viewpoints of meetings or meeting room users." Groups may not use the facility's name, address or telephone number as their official address or contact information.

### Application for Use

An application is required to book meeting rooms. No rental is guaranteed until a confirmation is received. Applications for use of any one or more meeting rooms shall be made through the Upper Dublin Parks & Recreation (UDP&R) Department. Please contact [lbrink@upperdublin.net](mailto:lbrink@upperdublin.net) or call 215-643-1600 x3238. Applications will be accepted generally not less than one week before and no more than three months in advance. Applications for monthly/ongoing use of rooms will be accepted after December 1<sup>st</sup> of the preceding year and currently booked only three months at a time.

### Categories & Fees

- C1: Upper Dublin Residents/Community Groups & Nonprofits (where groups/nonprofits are based in Upper Dublin and/or serve the region)
- C2: Upper Dublin businesses/For-profit; Non-resident/Nonprofit (residing outside Upper Dublin Township); any C2 events where an admission or registration fee is charged
- C3: Non-resident Business/For-profit

AMOUNT OF PEOPLE	C1	C2	C3
Fewer than 12	No Charge	\$10 per hour	\$25 per hour
13-30	No Charge	\$15 per hour	\$25 per hour
31-50	\$15 per use	\$20 per hour	\$30 per hour
51-75	\$20 per use	\$25 per hour	\$40 per hour
76-100	\$30 per use	\$35 per hour	\$50 per hour
100+	\$40 per use	\$45 per hour	\$60 per hour

## Meeting Rooms

- **Board Room #215, Max 12**



- Webcam (mounted on the wall above the projection area or TV)
- Boundary Mic (a microphone set up to capture many voices in a single room)
- TV w/HDMI connection & Speakers
- USB Cable Extenders
- Presentation Clicker
- Extension Cord

- **Conference Room #208, Max 22**



- Webcam (mounted on the wall above the projection area or TV)
- Boundary Mic (a microphone set up to capture many voices in a single room)
- TV w/HDMI connection & Speakers
- USB Cable Extenders
- Presentation Clicker
- Extension Cord

- **Classroom #205, Max 30**



- Webcam (mounted on the wall above the projection area or TV)
- Boundary Mic (a microphone set up to capture many voices in a single room)
- Projector w/Speakers (Classroom only)
- USB Cable Extenders
- Presentation Clicker
- Extension Cord
- DVD player

- **Auditorium-Max 250\***

- Use of the auditorium for groups of more than 30 would fall under the above rates based on the number of people in attendance. Outside use of technology and the stage is not permitted at this point in time.

- **Library Study Rooms\***

- Upper Dublin Library Study Rooms, accommodating 4-6 people, may be checked out with a valid library card. To view the study rooms, please visit <https://upperdublinlibrary.org/library-spaces/>

### **Other Fees**

The Township Manager must approve any exception to the following fees. Fees must be paid by the date indicated on the confirmation/invoice issued by UDP&R.

- A UDP&R, UDPL Library staff supervisor, or SiteWatch staff member must be on duty whenever a room is in use.
- Supervisory fees may be assessed in addition to any room use charges.
- Waiver of this fee is on a case-by-case basis and determined in consultation with the Township Manager.
- An additional charge may be assessed for set-up services and/or necessary clean up after an event.

### **Security Deposits**

Each group or organization in Categories 1, 2 and 3 with an event of more than 50 people and any private social event is required to post a \$100/event Security Deposit in the form of a check or credit card number. The check or credit card number is required in order for the permit to be written. The Security Deposit will be charged if the group use exceeds permit parameters, property or equipment damage occurs or additional cleaning is required (including trash removal and room set-up). The event organizer will be contacted prior to any charges being processed.

### **Liability Insurance**

Every group or organization using a Township Building meeting room is required to have a current Certificate of Liability Insurance on file with UDP&R at the time of the event. The limits of coverage must meet or exceed \$100,000 per person/\$300,000 per accident – bodily injury and \$100,000 - property damage. For groups using the facility on a regular basis one certificate may be placed on file for the year.

### **Cancellation**

UDP&R appreciates as much advance notice as possible when a permit must be cancelled or a date changed. For organizations that have paid a fee to use rooms the following cancellation and/or date change fees will be applied:

- With more than 10 business days' notice of cancellation requiring a refund:  
Fees paid will be refunded in full minus a \$10 administrative fee. If just the date is changed, there will be no administrative fee assessed.
- With 6 to 10 business days' notice of cancellation:  
Fees paid will be refunded minus a 25% cancellation fee. If just the date is changed, there will be no administrative fee assessed.
- With 1 to 5 business days' notice of cancellation or date change: Fees paid will be refunded minus a 50% cancellation fee.
- Day-of cancellation or "No Show"  
Categories 2 and 3 - there will be no refund.  
  
Category 1 will incur a minimum \$10 charge for the room without at least 24 hrs. advance notice.
- INCLEMENT WEATHER CANCELLATION  
Events canceled due to declared or impending snow emergencies will be without penalty. Organizer will be contacted by staff.
- CANCELLATION BY TOWNSHIP  
In the event of an emergency, Upper Dublin Township reserves the right to cancel scheduled uses.

## **RULES AND REGULATIONS for COMMUNITY ROOM USE**

### **The following are strictly prohibited on Upper Dublin Township Property**

- Smoking of any kind
- Drug use or possessing/drinking alcoholic beverage
- Profane language
- Open candle flames (except Sterno and birthday candles)
- Animals on or off leash (except service animals)

Meeting room use will not be denied to any person or organization because of race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, unfavorable discharge from military service, or any other characteristic that is currently protected by applicable law. Allowing a group to meet in the Township does not constitute the Township's endorsement of the group's policies, beliefs or practices. Advertisements or announcements by any group implying such endorsement are not permitted. Groups or individuals promoting or participating in hateful conduct and/or creating an unsafe and hostile environment will not be permitted to rent the facilities. Township staff will make determinations about appropriate use of space based on these guidelines.

- A UD Township employee, whose costs are included in any assessed fees, will supervise all permits.
- All vehicles must be parked in authorized parking spots.
- Use of the facility is limited to the room(s) listed on the permit as well as rest rooms and access hallways leading to the room(s) from the parking lot.
- All noise must be kept at a reasonable level and will be controlled by the supervisor.
- UD Township staff has the authority to determine if participants are strictly adhering to all rules and regulations. Further, Upper Dublin Township staff has full authority to enforce these regulations.
- All equipment must be left in the room for the UD Township staff before leaving the facility.
- Groups are responsible for bringing their own laptops and cables
- UD Township is not responsible for personal items lost, stolen or left behind.
- All youth groups (under 18 years of age) must be chaperoned by adults minimum age 21 at a ratio of 1 adult:10 youth in attendance. It is expected that children will be supervised before, during and after the event; in hallways, rooms, rest rooms and parking lots.
- Users are responsible for any damage caused to the facility and/or its contents during their permit. Groups are invoiced for all labor and material costs necessary to return the building to its previous condition. This applies to cleaning as well as physical damage.
- Event sponsors are responsible for cleaning all facilities included in their permit. Adequate cleaning is defined as leaving the facility in the same or better condition than it was prior to rental. Cleaning equipment and trash bags are included. All trash must be properly bagged and sealed.
- Only trash bags and cleaning equipment are supplied. All Upper Dublin Township supplies are clearly marked and are strictly off-limits. Groups will be invoiced for the cost to replace Township supplies used or missing.
- If needed, the Township will provide a sponge, mop, bucket, broom, dustpan and brush, vacuum for group use.
- All sinks and counters must be thoroughly wiped down with all countertop debris and trash removed.
- It is the responsibility of the group organizer to return chairs, tables, etc. after use to the arrangement in which the rooms were found. All lights must be turned OFF.

### **AMENDMENTS TO THESE RULES & REGULATIONS**

Upper Dublin Township reserves that right to amend this policy at any time.  
Amended regulations will apply to all future events including those already approved.

[Library map - UDPL website](#)