

## Meeting Room Fee Schedule

The Library waives meeting room fees only as follows:

- Fees are waived for Friends of the Library groups, Bucks County departments, and open forums hosted by state and federal government departments or officials, such as town hall meetings and public hearings.
- Fees are waived for nationally recognized chapters of veterans' organizations in recognition and appreciation of their sacrifices while serving in the military and defending our country. This is our small way of saying "Thank you for serving."

Library employees will open otherwise unscheduled small meeting rooms for walk-in quiet or group study at the beginning of each day. For security reasons, large meeting rooms and selected small meeting rooms will not be made available for this purpose.

With no exceptions, quiet study rooms will not be made available to the public for group use.

Group study rooms are closed and locked when not in use and they are open for public access only when scheduled for group use.

Branch	Seating Capacity	Use	Bookable/ Not Bookable	Hourly Rate
<b>Bensalem Quiet Study</b>	12	Quiet Study	Not Bookable Walk-in	Free
<b>Bensalem Group Study</b>	12	Group Study	Bookable, 30 days in advance	Free
<b>Bensalem Small Meeting</b>	23	Meetings	Bookable	\$20
<b>Bensalem Large Meeting Room</b>	60	Meetings	Bookable	\$35

<b>Doylestown Group Study</b>	18	Group Study	Bookable, 30 days in advance	Free
<b>Doylestown Small Meeting Room</b>	26	Meetings	Bookable	\$20
<b>Doylestown Large Meeting Room (Pearl Buck Room)</b>	60	Meetings	Bookable	\$35

<b>Langhorne Quiet Study</b>	7	Quiet Study	Not Bookable Walk-in	Free
<b>Langhorne Group Study</b>	12	Group Study	Bookable, 30 days in advance	Free
<b>Langhorne Large Meeting Room</b>	40	Meetings	Bookable	\$35

<b>Branch</b>	<b>Seating Capacity</b>	<b>Use</b>	<b>Bookable/ Not Bookable</b>	<b>Hourly Rate</b>
<b>Levittown Quiet Study</b>	12	Quiet Study	Not Bookable Walk-in	Free
<b>Levittown Group Study</b>	13	Group Study	Bookable, 30 days in advance	Free
<b>Levittown Small Meeting Side A</b>	7	Meetings	Bookable	\$15
<b>Levittown Small Meeting Side B</b>	7	Meetings	Bookable	\$15
<b>Levittown Small Meeting Room A+B</b>	14	Meetings	Bookable	\$15
<b>Levittown Large Meeting Room</b>	60	Meetings	Bookable	\$35

<b>Quakertown Group Study</b>	8	Group Study	Bookable, 30 days in advance	Free
<b>Quakertown Quiet Study</b>	13	Quiet Study	Not Bookable Walk-in	Free
<b>Quakertown Small Meeting Side A</b>	16	Meetings	Bookable	\$15
<b>Quakertown Small Meeting Side B</b>	16	Meetings	Bookable	\$15
<b>Quakertown Small Meeting Room A+ B</b>	32	Meetings	Bookable	\$20
<b>Quakertown Group Study</b>	19	Group Study	Bookable, 30 days in advance	Free
<b>Quakertown Large Meeting Room</b>	80	Meetings	Bookable	\$35
<b>Quakertown Large Meeting Room Off Hours Use</b>	80	Meetings	Bookable, by borough	\$100 plus hourly custodial rate

<b>Yardley Quiet Study (Disbrow)</b>	16	Quiet Study	Not Bookable Walk-in	Free
<b>Yardley-Makefield Group Study</b>	12	Group Study	Bookable, 30 days in advance	Free
<b>Yardley-Makefield Small Meeting</b>	23	Meetings	Bookable	\$20
<b>Yardley-Makefield Large Meeting Room</b>	60	Meetings	Bookable	\$35

## Payment Information

- In order to hold a meeting time slot, applicants must complete the application in full and provide a credit card number or check as a deposit for full rental fees. A meeting room is not considered reserved until after the application is received, approved, paid for, and confirmed by the library.
- Once a meeting room booking has been approved, payment must be made within 7 days. If payment is not received within 7 days the booking will be cancelled and the time slot will be made available for other bookings.
- If the library denies an application, the charged deposit fee will be refunded to the applicant. Deposit checks will be voided and returned to the applicant.
- Applicants that fail to notify the Library of a cancellation waive the right to any return of fees and may be denied future reservations.
- If a meeting is cancelled less than 14 days prior to scheduled use, fees will not be refunded but may be applied to another booking arranged at the time of cancellation.
- If a meeting is cancelled more than 14 days prior to scheduled use, fees will be refunded in full or may be applied to another booking arranged at the time of cancellation.
- If the library cancels a meeting because of an emergency, fees will be refunded in full or may be applied to another booking to take place within six months after the cancellation date. The library will not cancel another group's meeting for a rescheduled time.
- Meetings that run beyond scheduled times will be billed at the regular hourly rate in 15-minute increments except when another group is waiting to use the room or at the end of the day when the library is closing, in which case the hourly rate will be doubled.