

Reserving the Library Meeting Rooms

Meeting rooms are made available to the general public for non-Library sponsored events such as meetings, classes or films for the general public and for private use. The Library does not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. The Library does not advocate or endorse the viewpoints of meetings or meeting room users.

To reserve a meeting room at the Punxsutawney Memorial Library, fill out and return pages 3 and 4 (Reservation Request Agreement) of this form to the Library.

Prior to the meeting, Library staff must receive:

1. Your completed Reservation Request Agreement
 2. The total rental fee
 3. The food deposit, if food will be available at your meeting
 4. The audio-visual set up fee, if A/V equipment is used at your meeting.
- Library staff will confirm your reservation based on room availability. Meeting room reservations are handled on a first-come, first-served basis. For this reason, the room cannot be reserved more than 4 months in advance, nor can it be reserved more than 4 weeks at a time (if meeting once a week).
 - **No space will be guaranteed without a completed, signed Reservation Request Agreement and all fees paid in full.**
 - Rental of entire Library facility cannot be accommodated.
 - There must be one individual who is the authorized contact for any reservation. This individual must have a Library account that is not expired or in bad standing.
 - Meeting room attendees must enter through the main Library entrance.
 - Meeting room users should complete their meeting a minimum of 15 minutes before the Library's normal closing time for that day.

Fees

- All groups and organizations using Library meeting rooms will pay \$10.00 per hour. Exceptions: Area municipalities, Jefferson-County based 501 (c)(3) organizations (proof required) and governmental agencies.
- If food, including gum and candy, is served, a \$25 deposit (see Food and Beverage).
- Make checks payable to Punxsutawney Memorial Library. There is a \$25 service charge for checks returned for lack of funds.
- Digital projector and screen and/or video conferencing equipment are available for use during meeting time for an additional fee of \$15.
- All fees for multiple advance reservations are due at the time of initial booking.
- Rental fees are nonrefundable, even if the reservation is cancelled.

Facilities

Large Meeting Room

- Seats 20 in classroom style, 12 in meeting style
- Includes 6 tables with power outlets and 22 chairs

Small Meeting Room

- Seats 5 in meeting style
- Includes 1 table with 5 chairs and video-conferencing equipment for a fee.

The Library provides tables and chairs in the meeting rooms as listed above. You may move furniture within the room as desired, but must move it back to original layout. Meeting room setup is your responsibility. Any damage to Library property will be charged to the user. There are three doors to the large meeting room and four doors in the small meeting room. All doors must be kept clear.

Signage and decorations area allowed in the meeting rooms only. Materials may not be affixed to any surface by any means. Confetti, glitter, rice, straw, birdseed, or similar items are prohibited.

Public bathrooms are available across the foyer from the large meeting room. The employee restroom is strictly for employee use only. For that reason, employees must be able to come in and out of the large meeting room as necessary.

The Library phone is for staff use only. Library staff will not take phone messages for meeting room users. We will not answer questions about activities in the meeting rooms. Participants should be given the contact information for the authorized contact.

Food & Beverages

The Library allows all Library users to consume non-alcoholic beverages with a lid in the Library. Cans and other open containers are prohibited, as is food of any kind – this includes candy and gum.

If you wish to serve food or beverages in the meeting room that does not meet the criteria above, there will be a \$25 refundable deposit required. Food and beverage MUST stay in the meeting room reserved. The \$25 food deposit is refundable if the room is restored to its original state. If repair or cleaning costs exceed the \$25 deposit, you will be billed for the additional cost. Alcoholic beverages are prohibited under any circumstances.

Publicity and Sponsorship

Promotional materials may list the location as follows:
301 E Mahoning Street
Punxsutawney PA
Punxsutawney Memorial Library Meeting Room

Materials may NOT list the Library phone number.

A week in advance of distribution, submit any promotional materials to the Library Director at the Library or via email: director@punxsutawneylibrary.org . Publicity materials, invitations, flyers, and press releases may NOT list the Punxsutawney Memorial Library as a co-sponsor of a meeting or event unless approved by the Library Director and Library Board of Trustees (about one month in advance). Contact the Library Director to inquire if the event may be co-sponsored. Events must be open to the public, non-religious, and literacy based to be considered for co-sponsorship.

Approved by the Punxsutawney Memorial Library Board of Trustees: February 27, 2014



Punxsutawney
Memorial
Library

301 East Mahoning Street • Punxsutawney, PA 15767

814-938-5020 • www.punxsutawneylibrary.org

Reservation Request Agreement
(complete and return pages 3 and 4 to Library)

INSTRUCTIONS

- Review the policies and guidelines
- Complete and sign this form on both sides
- Deliver this form and applicable fees to Library
- Fees may be paid by cash or check only

Library staff will confirm your reservation based on room availability. Reservation is not complete until all fees are paid.

Organization Group: _____

Date: ____/____/____ Time: From: ____:____ To ____:____ Room: _____

Date: ____/____/____ Time: From: ____:____ To ____:____ Room: _____

Date: ____/____/____ Time: From: ____:____ To ____:____ Room: _____

Date: ____/____/____ Time: From: ____:____ To ____:____ Room: _____

Contact Person: _____ Title: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: (Day) _____ (Home) _____ (Cell) _____

Detailed description of proposed use or activity:

Expected attendance: _____

| | |
|--|---------------------------------|
| Hours Reserved: Attach documentation if qualifying agency to waive reservation fee | _____ hours x \$10/hour = _____ |
| Will food (including candy and gum) be served? If yes, add \$25 | _____ days x \$25 = _____ |
| Do you require the use of the Library's A/V equipment? If yes, add \$15 per day | _____ days x \$15 = _____ |
| TOTAL FEES DUE: Cash or Check ONLY | |

Library Staff Name: _____ Total Fees Paid: _____

COMMITMENTS

By the execution below, the undersigned personally and on behalf of any group/organization/individual (the "Group" listed above, expressly agrees to strictly comply with the following terms and conditions governing use of the requested meeting room and further understands and acknowledges the he/she and/or the Group shall be liable to the Punxsutawney Memorial Library (Library) for any failure to comply with these terms and conditions:

1. The Group shall use and occupy the room only in the manner consistent with the use or activity described above and in a manner consistent with the Library's Patron's Behavior in the Library Policy.
2. The Group shall use and occupy the room in a safe, careful, and respectful manner, so as not to injure any persons or damage any property in, on, or near the room or surrounding Library premises.
3. The Group shall not do any act or suffer any act to be done during use or occupancy which will in any way mar, deface, alter, injure, or damage any part of the room or Library premises.
4. The Group shall use and occupy the room only in a manner which complies with all applicable Muncipal, State and Federal laws, ordinances, executive orders and rules and regulations.
5. The Library shall not be responsible for any Group property while on Library premises and the Group hereby releases and discharges the Library of any and all liability or damages associated with the occupancy or use of the Library premises.
6. Immediately upon demand, the Group shall pay the cost of any and all damage to the Library premises, or loss or theft of property done or caused by the Group or any of its officers, agents, employees, guests, or invitees.
7. The Library and tis employees are exclusively authorized to manage and control all Library premises, and, as such, shall establish and enforce any further rules as may be attached hereto or provided to the Group prior to occupancy or use of any meeting room.
8. The Library reserves the right to enter any reserved meeting rooms at any time and for any purpose (including to access staff rooms in and adjacent to meeting rooms) and further reserves the right, although does not assume a duty, to eject any objectionable person or persons from the Library premises. The Group or any guest or invitee does hereby release and discharge the Library and the Commission from any liability or damages associated with the exercise of Library authority.
9. The Group shall defend, release, and indemnify the Library from all damages, costs, expenses and losses arising out of any liability or claim of liability for any injury to any persons or property sustained or claimed to have been sustained by reason of the use or occupation of the meeting room by the Group or by any act or omission of the Group or any of its officers, agents, employees, guests or invitees during or associate with such use of occupancy, provided, however, that the Group need not indemnify the Library from damages proximately caused by the sole negligence of the Library.

I, the undersigned, further understand and acknowledge that the Library is relying on the representations and commitments contained herein in accepting this reservation and in the event that undersigned is without the necessary authority to bind the Group to the terms and conditions set forth herein he/she shall be personally liable to the Library and the Commission for all obligations and duties of the Group specified herein. Responsible party's signature:

Title: _____ Date: _____

Other authorized person(s) attending the event who will be available for decisions and inquiries:
