

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 served 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.
 - **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 may not have a library card account that is expired or in bad standing.
 - Meeting room attendees must enter through the main entrance.
 - Meeting room users should complete their meeting 15 minutes before the library's normal closing time. This allows attendees to complete their business and the staff to secure the building.

Fees

- All groups and organizations using Library meeting rooms will pay \$10.00 per hour, except service area municipalities, Jefferson County-based 501 (c)(3) organizations and governmental agencies.
- If food 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.
- The library is available for after hour reservation with an additional \$50 key deposit.
- 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 thirty in classroom style, twenty in meeting style.
- Includes kitchenette with sink and mini-refrigerator, ten tables with power outlets and thirty chairs.

Small Meeting Room

- Seats ten in meeting style.
- Video-conferencing equipment available for a fee if set-up is required.

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 are allowed in meeting rooms only. Materials may not be affixed to any surface (i.e. walls, windows, floors, furniture or fixtures, etc.) by any means (i.e. tape, nails, screws, tacks, adhesive gum, etc.). Confetti, glitter, rice, straw, birdseed or similar items are prohibited.

Public bathrooms are available across the foyer from the large meeting room. Keys are available at the circulation desk.

The Library phone is for staff use only. Library staff cannot take phone messages for meeting room users.

Food & Beverages

The library allows all library users non-alcoholic beverages with a lid. Cans and other open containers are prohibited, as is food of any kind. This policy may be waived for meeting room users under the following terms:

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 food deposit, you will be billed for the additional cost.

Alcoholic beverages are prohibited under any circumstances.

Publicity & Sponsorship

Promotional materials may list the location as follows:

301 East Mahoning St
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 Library Director Coral Ellshoff at 814-938-5020 Email: coral@punxsutawneylibrary.org If you expect your meeting or event to be covered by the media, inform Library Director Coral Ellshoff. 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. Contact the Library Director to inquire if the event may be co-sponsored. Co-sponsored events must be open to the public, non-religious and literacy-based to be considered for co-sponsorship.

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.

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

Organization/Group: _____

Date(s): _____ / _____ / _____ Time: From _____ : _____ To _____ : _____ Room: _____

Date(s): _____ / _____ / _____ Time: From _____ : _____ To _____ : _____ Room: _____

Date(s): _____ / _____ / _____ Time: From _____ : _____ To _____ : _____ Room: _____

Date(s): _____ / _____ / _____ Time: From _____ : _____ To _____ : _____ Room: _____

Contact Person: _____ Title: _____

Mailing Address: _____ City: _____ State: ____ Zip Code: _____

Phone: (Day) _____ (Home) _____ (Fax) _____

Detailed Description of Proposed Use or Activity:

Expected Attendance: _____

Hours reserved (attach documentation if qualifying agency to waive reservation fee)	_____ hours x \$10= _____
Will food 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 for set-up per day reserved:	_____ days x \$15 = _____
Total fees due:	= _____

Library Staff Name: _____ Fees Due \$: _____

Date Received: _____ Fees Paid: \$: _____

Event listed on calendar: _____

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 that he/she and/or the Group shall be liable to the Punxsutawney Memorial Library (“The Library”) for any failure to comply with these terms and conditions:

1. The Group shall use and occupy the room only in a manner consistent with the use or activity described above, and in a manner consistent with the Library’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 Municipal, 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 its 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 room 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 associated 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 the 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:
