



## **Community Room Policy**

Welcome to the Tunkhannock Public Library Community Room. The Library is pleased and eager to offer the Community Room for your use.

The Community Room is available to community groups, organizations and businesses (hereinafter, “group”).

The Community Room may not be used for any event that includes:

- religious worship;
- an activity that is purely political in nature;
- the soliciting of business;
- the charging of an admission; or
- the soliciting of a donation.

The Community Room may not be used for any event that is primarily social in nature.

The Library, in granting or denying permission to use the Community Room, does not, thereby, render any opinion as to any view held by any group or person.

## **Charge**

The Library Trustees have implemented the following fee schedule to help with the maintenance of the community room:

- Non-profit organizations/groups: a per use donation
- For-profit organizations/groups: 8 hours: \$100; 4 hours: \$50; 2 or fewer hours: \$25

Payment of the fee is expected prior to each usage of the room. Currently we accept checks and/or cash. Maintenance expenses include scheduling, heating, lighting, cleaning, and providing janitorial supplies, as well as replacement of worn and broken furnishings.

## **Reservations**

The Community Room is available on a first-come, first-served basis.

The Community Room may not be reserved for any time period during which Library activities are scheduled to occur therein. *There may be times when the Library takes precedence over your regularly scheduled time. If that is the case, we will notify you in advance.*

A group representative must call ahead to get on the Community Room calendar and must submit the attached application prior to using the room. *If a group changes its plans it MUST cancel its reservation.*

The Library may cancel any reservation on 14 days oral or written notice.

Please note that you may have to share the room with another group. *There is a partition, which, if pulled across and locked into place, creates two separate spaces. You are asked to be flexible. If you need the entire room, you **must** say so when making your reservation. Otherwise, we will assume that you only need half of the room and we will schedule accordingly..*



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Also, *if you expect a large crowd, you MUST* make arrangements for auxiliary parking at neighboring properties. *Also, you are asked to park at the side of the building.*

*Groups should remember that in case of bad weather and the Library is closed and the Community Room will not be available.*

### **Community Room Rules and Agreement**

The following conduct is prohibited:

- Exceeding the maximum capacity of the room, which is 100 persons;
- Smoking or chewing tobacco;
- Religious worship;
- Soliciting business;
- Charging an admission;
- Soliciting a donation *unless it is for the library*;
- Serving alcoholic beverages; and
- Serving any food or beverage without prior approval of the Library. *Any spills MUST be cleaned up.*
- You may use the folding tables and chairs.

You must:

- if you will be making crafts on the tables, prior to doing so, cover the tables with newspaper or other adequate barrier;
- clean the tables, chairs and room so that the same are as clean as when you arrived;
- place all garbage in the garbage cans provided;
- *if any of the garbage bags contain food or scraps thereof*, you must take such garbage bags with you when you leave;
- put the tables and chairs back where you found them upon your arrival;
- leave the room in the same condition in which you found it;
- check each restroom to make sure that it is as clean as when you arrived and that you do not leave anyone in the building when you leave; and
- prior to leaving, turn off the lights, close the Community Room door and lock it, and close the main entrance door to the Library and lock it.

### **Key**

If the Library will be closed at the time of the event, a group representative must pick up and sign out the key, and immediately after the event, lock the doors and return the key by placing it in the drive-up book drop. Should the group representative not lock the main entrance door to the Library, the group shall not be permitted to use the Community Room again, the Library shall fine the group representative \$25.00, and the group representative shall be personally responsible for any damage done to the building and/or its contents.



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Should the group representative not return the key within 24 hours of the conclusion of the event, the group shall not be permitted to use the Community Room again, the Library shall fine the group

representative \$25.00 per day, and the group representative shall be personally responsible for reimbursing the library the cost of changing the door locks.

***If you unlock the front door to let people in for a meeting, you are asked to re-lock it once the last person has arrived. Also, if you are the last person to leave the library at night, please make sure the front door is locked.***

### **Release and Indemnification**

I, for myself, and, being an agent and/or representative of the group and each of the members of the group, on behalf of the group and each of the members of the group, hereby:

- release the Library, its directors, officers, employees and representatives from any and all claims, losses and liability for any personal injury or property damage or loss related to or arising out of use of the Community Room, including, but without limitation, personal injury or property damage or loss resulting from negligence;
- agree to indemnify and hold harmless the Library, its directors, officers, employees and representatives from any claims whatsoever related to or arising out of use of the Community Room which may be brought; and
- agree to pay all costs and expenses of defending against the same including attorneys' fees.

### **Responsibility for damage to Library property**

I hereby accept and assume all responsibility and liability, personally, for any damage or loss caused to Library property by any member of the group. I understand that **I will be notified and required to pay for any cleaning that is necessary because of spills, damage to the tables and chairs, or marks on the wall.**

Please check all relevant boxes prior to leaving.

- clean the tables, chairs and room so that the same are as clean as when you arrived; *clean up any spills*;
- place all garbage in the garbage cans provided;
- should any of the garbage bags contain food or scraps thereof or should you have an unusual amount of trash, take garbage bags with you when you leave;
- if you have moved the tables and chairs, put them back in the formation shown on the diagram;
- leave the room in the same condition in which you found it;
- turn off the lights;
- if the library is not open for business, check each restroom to make sure that everything is clean and in order and that you do not leave anyone behind in the building; (If there is a problem in the restroom, please leave a note.)
- if the library is not open for business when you leave, close the Community Room door and lock it;
- if the library is not open for business when you leave, close the main entrance door to the Library and lock it; and
- if the library is not open for business when you leave and you have a key, return it by placing it in the drive-up book drop.

**IN THE EVENT OF AN EMERGENCY, CALL 911.**