



- EPHRATA PUBLIC LIBRARY -

## Ephrata Public Library Room Rental Agreement

550 South Reading Road • Ephrata, PA 17522  
(717) 738-9291 • (717) 721-3003

### Contact Information

Individual | Group | Company Name: \_\_\_\_\_

501(c)3 Status:  Yes  No

**Must provide 501(c)3 certification**

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information

**RENTERS MAY BOOK A ROOM UP TO 4 MONTHS IN ADVANCED)**

Event Type:

Private Party  Business Event | Meeting  Other: \_\_\_\_\_

Event Date: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ This event is:  Public  Private

Do you have promotional materials?  Yes  No

*(Please send over any marketing materials being sent out to the public, all promotional materials must be approved by Ephrata Public Library. When using the Community Commons Space please do not use photos of EPL because it's not the same building)*

Hours of Rental (Including set-up & clean up): \_\_\_\_\_ to \_\_\_\_\_

Hours of Event: \_\_\_\_\_ to \_\_\_\_\_

Room Requested:  Multi-Purpose Room  1/2 Multi-Purpose Room  Conference Room

Equipment Requested:

Projection (HDMI)  Podium|Microphone

Set-Up:

U-Shape  Classroom  Theatre  Other: \_\_\_\_\_

Renter

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized EPL Representative

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Cost of Facilities and Equipment Rental

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Organization: \_\_\_\_\_

| Please Check             | Facilities/<br>Equipment | 501c3 Nonprofit<br>(Must provide 501(c)3 certification) | Business or Private Party<br>(Not 501(c)3) |
|--------------------------|--------------------------|---------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> | Multi-Purpose Room       | \$20 per hour                                           | \$35 per hour                              |
| <input type="checkbox"/> | ½ Multi-Purpose Room     | \$15 per hour                                           | \$25 per hour                              |
| <input type="checkbox"/> | Conference Room          | \$15 per hour                                           | \$25 per hour                              |
| <input type="checkbox"/> | Presentation Equipment   | \$25                                                    | \$30                                       |

Total Hours: \_\_\_\_\_

Room Rental: \_\_\_\_\_

Equipment Fee: \_\_\_\_\_

Deposit Due: \_\_\_\_\_

TOTAL BALANCE DUE: \_\_\_\_\_  
(Including Deposit)

Method of Payment: **\*Credit card section MUST be filled out. Credit cards will not be charged unless balance is unpaid or an extra fee is incurred ( i.e: cleaning or equipment add-on).**

Cash     Check     Visa     MC     AMEX     Discover

Amount: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_ / \_\_\_\_    CV: \_\_\_\_\_    Zip Code: \_\_\_\_\_

Signature (required): \_\_\_\_\_

**Checks should be made payable to: Ephrata Public Library**

**FOR LIBRARY USE ONLY**

Deposit: \_\_\_\_\_ Date received: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Balance Due: \_\_\_\_\_ Date received: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

## **PAYMENT**

**DEPOSIT:** **Due Immediately to hold the room.** The deposit will be 50% of what is owed for the room rental.

Checks should be made payable to Ephrata Public Library. **Payment is due one week prior to your reservation.**

**USE OF PREMISES:** Decorations shall not be tacked or stapled to walls and ceilings. The front door must be always closed.

**TIME OF RENTAL:** The renter specifically agrees to conclude the event, including all teardown and clean-up, at the time indicated in the rental agreement. *Library Rooms may not be rented outside of normal library hours of operation.*

**CLEAN-UP:** The renter is responsible for returning the facility to the condition it was in at the time of the rental. Trash must be securely tied in plastic bags and put in proper receptacles. Chairs and tables must be put back how they were found. If the room is not cleaned (vacuum crumbs, clean off tables, etc.) a cleaning charge of \$10 for every 15 minutes of cleaning needed by Library staff will be charged.

If, in the sole opinion of a representative of Ephrata Public Library, the renter has violated any of the terms of this agreement, this shall be sufficient cause for Ephrata Public Library to terminate the rental immediately and take such other action as Ephrata Public Library deems appropriate.

**CHAPERONE:** An Ephrata Public Library representative may be present during the rental.

### **Scheduling Use of Rooms:**

Library-related programs or library-sponsored events take precedence in the scheduling of these rooms. Any group or organization desiring use of a meeting room must submit an application.

### **General Regulations**

The sponsoring group or organization or individual making application for use of facilities assumes all responsibility for damage to library property and for leaving the premises in their original order.

- 1. No admission fee for meetings or programs held in these rooms is permitted.**
2. No sale of merchandise and/or services shall be permitted.
3. Walls shall not be used for mounting or hanging pictures, displays or posters, etc.
4. Groups, organizations, or individuals using the facilities do so at their own risk and are responsible for their actions and the actions of their guests
5. Children shall not be left unattended or unsupervised in the library by adults who are attending a meeting/program.
6. No non-library group or organization may use the Ephrata Public Library as its address. In addition, the Ephrata Public Library logo shall not be used on any advertising or

promotional piece without express written permission from the library's Executive Director.

7. Individuals, groups, or organizations shall not use the Ephrata Public Library name as a sponsor or a co-sponsor in promoting any event without specific permission from the programming coordinator.
8. Alcoholic beverages are not permitted for meeting room rentals. Smoking is not permitted on the property except for the designated smoking area.
9. It is the responsibility of the organization renting the room to do all set-up and clean up. Please figure clean up time into your rental time. **ALL ORGANIZATIONS MUST BE FINISHED AND OUT OF THE RENTAL ROOM BY THE TIME THE LIBRARY CLOSES**, unless other arrangements have been made. A \$20 fee will be charged if a rental group is in the Library even one minutes past closing time.
10. If a group would like to rent outside of Library hours, a \$100 fee will be charged for the first hour and \$50 per hour following the first hour. This request has to be approved by Library staff.
11. Renter is responsible for returning the facility to the condition it was in at the time of the rental. Trash must be securely tied in plastic bags and put in proper receptacles. Chairs and tables must be put back how they were found. If the room is not cleaned (vacuum crumbs, clean off tables, etc.) a cleaning charge of \$10 for every 15 minutes of cleaning needed by Library staff will be charged.
12. For Groups Wanting to Show Film: The library's public performance license does NOT cover other organizations or groups. Any movie shown, whether or not admission is charged, must have purchased public performance rights in order to screen. To purchase public performance rights, visit Movie Licensing's website at [www.movlic.com](http://www.movlic.com)

## **Refreshments**

Light refreshments (coffee, tea and cookies) may be served in the meeting rooms. The library does not provide this service.

Any use of a catering service shall be cleared with the library prior to the scheduled meeting.

Refreshments are permitted only in the rented room.

The sponsoring group or organization is responsible for wiping off tables and placing trash in proper receptacles immediately upon conclusion of the program.

## **Equipment**

The library has available equipment that can be rented for a group meeting. These items must be reserved at the time of the room rental. Library staff will not set up audiovisual equipment without advance notice.

Additional library equipment or furniture other than that specified in the application may be available for rental upon approval.

The library is not responsible for any equipment, supplies or possessions owned by individuals or groups and used in the library.

### **INDEMNIFICATION**

In the event of any damage or injury to any person or property arising in whole or in part from the use of the premises known as The Community Commons or on property owned by the Ephrata Borough by renter and its guests under this agreement, renter agrees to indemnify, defend and hold harmless the Ephrata Public Library and the Ephrata Borough and any member thereof for any liability, costs or loss resulting in whole or in part from such damage or injury. The foregoing indemnification shall apply regardless of any allegation of fault on behalf of an Ephrata Public Library employee or representative.

### **STATEMENT OF DAMAGE RESPONSIBILITY**

I/We agree that our group/organization will assume total financial responsibility for any damage caused by our group or its guests while using the library facilities and equipment.

### **INCLEMENT WEATHER CLOSURES**

If the Ephrata Public Library were to close due to inclement weather, the rental would be cancelled and the whole building would be shut down. Library closings can be found on the WGAL website and our Facebook page. If a rental must be cancelled due to inclement weather, the rental can be rescheduled with no additional fee.