



- EPHRATA PUBLIC LIBRARY -

Community Commons Rental Agreement

560 South Reading Road, Ephrata, PA 17522

Event Type

Private Party Business Meeting 501(c)3 Organization

Contact Information

Individual/Group/Organization Name:

501(c)3 Status: Yes No

Individual/Group/Organization Address:

Individual Responsible / Contact Information

Name: _____

Address: _____

Home phone: _____ Business phone: _____

Cell phone: _____ Email: _____

*Insurance Provider _____ **COI Number _____

(*Required only if alcohol will be served)

RENTERS MAY BOOK A ROOM UP TO 4 MONTHS IN ADVANCE

RENTAL AGREEMENT AND REGULATIONS

Date of event: _____ Purpose of event: _____

Estimated attendance: _____

Event Rental Time (include set up and tear down time) _____ a.m./p.m. - _____ a.m./p.m.

Open to public? Yes No Starting time _____ a.m./p.m.

Do you plan to serve alcoholic beverages during your event? Yes No

USE OF ALCOHOL ON PREMISES:

In entering into this agreement, renter expressly acknowledges that it bears sole responsibility for the consumption of alcohol by guests on the premises during the rental. Renter further expressly agrees and represents that no alcoholic beverages shall be sold on the premises. The alcohol must truly be free and

cannot be predicated upon the purchase of a meal, an admission ticket, donation and payment of any other fee. Alcohol cannot be served to individuals under the age of 21 years. Beer in kegs is prohibited.

All private party rentals with alcohol require a Certificate of Insurance be sent to the Ephrata Public Library to cover your event. The Certificate of Insurance must be in the amount of \$1,000,000 and list certificate holders as such: First Insured: Ephrata Public Library. You may obtain this from your homeowner's insurance as a rider. Certificates of Insurance must be received at least 10 days in advance.

PAYMENT

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 wall and ceilings. Front door must be closed at all times.

TIME OF RENTAL: Renter specifically agrees to conclude the event, including all tear down and clean up, at the time indicated above.

CLEAN UP: 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, renter has violated any on 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 course of the rental.

GENERAL GUIDELINES & POLICIES

1. Renting groups are responsible for cleaning of the areas used, including bathrooms. Adequate cleaning is defined as leaving the rented facility in the same or better condition than it was prior to rental. Cleaning supplies, cleaning equipment and trash bags are included as part of the rental fee. All trash must be properly bagged.
2. All noise and music must be kept at a reasonable level.
3. Our employees have the authority to determine if participants are strictly adhering to all rules and regulations, and we have full authority to enforce these regulations. Rentals will be immediately ended for non-compliance.
4. All youth groups must be chaperoned by a minimum of one adult, 21 years or older, for every 10 youths under the age of 18 in attendance.
5. Renting groups are responsible for any damage caused to the facility and its contents. **Groups are invoiced for all labor and material costs necessary to return the building to its previous condition. This applies to cleaning as well as physical damage.**
6. No admission fee may be charged to the rental group's members. We must also approve the sales of goods by renter prior to rental.
7. Use of facility is limited to the room(s) which have been contracted and paid for in advance.

8. We reserve the right to accept or reject any application.
9. All borrowed equipment must be accounted for before leaving the facility.
10. We are not responsible for any items left behind.
11. The rental fee is charged for the time your group uses to set up and clean up, as well as the actual event time.
12. In order to receive a refund of your rental fee, you must notify us in writing a minimum of 5 days prior to your scheduled rental. Failure to do so will result in forfeiture of the rental fee.
13. Smoking of any kind, possessing/drinking alcoholic beverages without written permission is forbidden. All drug use is strictly forbidden, both in the building, in the parking lot, and on the Library grounds.
14. Any decorations used must be applied using painters tape and must be removed before leaving. Absolutely no duct tape or packing tape may be used. No decorations may be hung from ceilings.
15. All vehicles must be parked in the Community Commons or Ephrata Public Library parking lot.

INCLEMENT WEATHER CLOSURES:

If the Ephrata Public Library were to close due to inclement weather, a Community Commons rental can still occur as the renter receives a keycard to access this building. However, the Library cannot guarantee that the parking lot will be cleared of snow until after noon. If a renter must cancel due to inclement weather, the rental can be rescheduled with no additional fee.

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.

Reapplication: Previous renters are permitted to expedite their rental by reapplying with an Ephrata Public Library staff member. All terms still apply to the renter. Reapplication is solely considered a date and time amendment to the application. Applicants can reapply at any time with updated information.

Cost of Facilities and Equipment Rental

Meeting Date: _____ Meeting Time: _____

Organization: _____

| Please Check | Facilities/ Equipment | 501c3 Nonprofit (Must provide 501(c)3 certification) | Business (not 501(c)3) or Private Party |
|--------------|-------------------------------|---|---|
| | Grater Room | \$30 per hour | \$50 per hour |
| | Presentation Equipment Use | \$25 | \$30 |
| | Tablecloths | \$15 | \$20 |

Total \$ _____

Cleaning Fee \$ _____

Subtract Deposit \$ _____

Subtotal \$ _____

BALANCE DUE \$ _____

Renter signature _____ Date _____

EPL Representative Signature _____ Date _____

FOR LIBRARY USE ONLY

Deposit: Date received: _____ Amount: _____ Check # _____

Balance Due: Date received: _____ Amount: _____ Check # _____