



- EPHRATA PUBLIC LIBRARY -

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

**MEETING ROOM APPLICATION - COMMUNITY GROUP**

Name of Organization: \_\_\_\_\_ 501(c)3 Status: \_\_\_ Yes \_\_\_ No

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

Individual Responsible: Name: \_\_\_\_\_

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

Phone: Home \_\_\_\_\_ Business \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Subject, title or nature of meeting: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_ Open to public? \_\_\_ Yes \_\_\_ No

Starting time \_\_\_\_\_ a.m./p.m. Ending time \_\_\_\_\_ a.m./p.m.

Room requested: \_\_\_ Multi-Purpose Room \_\_\_ Conference Room

**RENTERS MAY BOOK A ROOM UP TO 4 MONTHS IN ADVANCE**

*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.

Signature of individual representing group or organization \_\_\_\_\_

Date \_\_\_\_\_

**Payment is due one week prior to your reservation.**

**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	501(c)3 Organizations (Must provide 501(c)3 certification)	Businesses (Not 501(c)3 or Private Party)
	Multi-Purpose Room	\$20 an hour	\$35 an hour
	½ Multi-Purpose Room	\$15 an hour	\$25 an hour
	Conference Room	\$15 an hour	\$25 an hour
	Video Equipment	\$25	\$30
	Tablecloths	\$15	\$20

Total \$ \_\_\_\_\_  
 Subtract Deposit \$ \_\_\_\_\_  
 Subtotal \$ \_\_\_\_\_  
 Add Sales Tax \$ \_\_\_\_\_  
 BALANCE DUE \$ \_\_\_\_\_

Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

Call Lauren Fisher, Development Coordinator at 717-738-9291 ext. 101 for complete information.

**I have read the meeting room policies and regulations for the Ephrata Public Library and agree to these terms.**

\_\_\_\_\_  
 Organization Representative Date \_\_\_\_\_

#### FOR LIBRARY USE ONLY

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

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

## **Meeting Rooms – Policies and Regulations**

The Ephrata Public Library has two meeting rooms available for use by area organizations. For room reservations, please call the Development Coordinator to check for availability.

Use of the meeting room by an approved organization or group does not constitute an endorsement of that group or organization by the Ephrata Public Library.

Any use of Ephrata Public Library facilities is subject to approval.

It is the policy of the Ephrata Public Library to provide equal access to meeting rooms as part of its program service.

The Ephrata Public Library adheres to the Library Bill of Rights.

## **Rooms Available for Community Use**

Multipurpose Room - Auditorium seating (maximum 100 persons). Use of this room is encouraged for lectures, panel discussions and programs using projectors and screen. Seating arrangements must be approved by the programming coordinator.

Conference Room - Seating 12 to 20, depending on table placement. Use of this room is encouraged for discussions where note taking or paperwork requires a table surface.

Maximum seating for these rooms is in compliance with local fire codes. The maximum seating code must be strictly enforced and should be considered when scheduling.

## **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.

No admission fee for meetings or programs held in these rooms is permitted.

No sale of merchandise and/or services shall be permitted.

Walls shall not be used for mounting or hanging pictures, displays or posters, etc.

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

Children shall not be left unattended or unsupervised in the library by adults who are attending a meeting/program.

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.

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.

Alcoholic beverages are not permitted for meeting room rentals. Smoking is not permitted on the property except for the designated smoking area.

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.

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.

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.

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**

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**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.