



- EPHRATA PUBLIC LIBRARY -

Community Commons Rental Agreement

(Building Next Door to Library)

560 South Reading Road, Ephrata, PA 17522

Contact Information

Individual | Group | Company Name: _____

501(c)3 Status: Yes No **Must provide 501(c)3 certification**

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Do you Plan on serving alcoholic beverages during your event? Yes No

*Insurance Provider: _____ *COI Number: _____

(*Required only if alcohol will be served)

Event Information **RENTERS MAY BOOK A ROOM UP TO 2 MONTHS IN ADVANCE**

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 _____

Equipment Requested:

Projection (HDMI) Podium|Microphone Lavalier None

Set-Up:

U-Shape Classroom Theatre Other: _____

Renter

Signature: _____

Date: _____

Authorized EPL Representative

Signature: _____

Date: _____



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Cost of Facilities and Equipment Rental

Event Date: _____ Event Time: _____

Organization: _____

Please Check	Facilities/ Equipment	501c3 Nonprofit (Must provide 501(c)3 certification)	Business or Private Party (Not 501(c)3)
<input type="checkbox"/>	Grater Room	\$30 per hour	\$50 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 #: _____

RENTAL REQUESTS: Renters may book the front room of the Community Commons up to 60 days in advance of the event date. **Renters requesting reservations more than 60 days in advance of the event date understand that the 560 S. Reading Road property is listed for sale and the rental reservation will not be approved until 60 days before the event.**

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.

Promotional Materials: All marketing materials being sent out to the public 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. EPL can provide you with photos of the Community Commons Space for marketing purposes.

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. Upon arrival, the doors will be set to automatically open at the time indicated in the rental agreement. **If you arrive earlier than the agreed-upon time you will have to WAIT for the door to open.** Please do not go to the library and ask an employee to open the door.

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.

GENERAL GUIDELINES & POLICIES

I. Renting groups are responsible for the 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.

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