

Cambria County Library Community Room User Agreement

This Agreement will serve as confirmation for use of the Cambria County Library Community Room on this date () from the time of _____ to _____.

Name

Phone Number

Address

Email Address

Name of Organization/Group/Sponsor

Probable Attendance

Purpose & Functions of the organization/group/company. (Please specify):

.....

Please detach and return to the Cambria County Library

FEES

The rental fee is \$10.00 per hour. Rental is required to be paid prior to room rental. The agreement may be cancelled at no cost up to 24 hours prior to the time of the room rental. Payment is accepted by cash, check or credit card. The main desk staff on the first floor will accept your payment, and provide entrance to the room. Invoices can be mailed and paid in advance. NO REFUND will be administered if you do not inform the library of cancellation or changes 24 hours before your scheduled meeting. The library requests as much advance notice of cancellation as possible so that the room's use may be provided to another group.

If you are a partner with the library and the event is a library sponsored event, there will be no charge for the use of the Community Room. However, if you have partnered with the library in the past but your current event is not sponsored by the library, the \$10.00 per hour rate will apply. Any damages that may occur during your use of the room, you will be charged for repairs or replacements as necessary.

If technology is required, such as laptop connection, projector, audio, or DVD player, a fee of \$10.00 will be charged. Wi-Fi is provided without charge.

RESERVATIONS

Rooms must be reserved at least 48 hours in advance and cannot be booked more than 3 months ahead. Reservations for the Community Room can only be made through the library's business office. Library staff have scheduling priority.

LIABILITY

Organizations holding meetings assume responsibility for damage to the room and its contents. (Name of individual/organization/group/sponsor) shall indemnify and hold harmless the Cambria County Library, its board of directors, director, employees, volunteers, and patrons from and against all claims, damages, losses and expenses, liability arising in connection with or related to rental of the community room.

RESERVATIONS

Reservations for the Community Room can be made online or through the library's business office. Reservations cannot be made more than three months in advance. Library staff have scheduling priority.

HOURS

The Community Room can be rented during open hours which are: Monday through Thursday (8:00 am - 7:30 pm), Friday (8:00 am – 4:30pm), and Saturday (8:00 am – 3:30pm), All groups must vacate 30 minutes prior to the library closing.

LOST ITEMS

The Cambria County Library takes no responsibility for personal possessions left on premises during or after any room rental. A lost and found box is located at the Circulation desk. Items will remain in the lost and found for up to 14 days. If an item is found by the Cambria County Library, every attempt will be made to return any recovered item to its rightful owner.

CAPACITY

Maximum comfortable seating ranges between 40-50 adults without tables, 30-35 seated with tables. Special situations should be discussed with the library's administration during business hours Monday through Thursday 8:30 am -5:00 pm and Friday 8:30 am - 4:00 pm.

REFRESHMENTS

Light refreshments, such as cookies and sandwiches, may be served in the Community Room. Plates of a disposable nature must be used. All beverages should be in covered containers. NO open containers and NO red colored beverages are permitted. NO alcoholic beverages of any kind are permitted. Groups are required to leave the room in clean condition and must clean up after themselves. Please contact library staff if there is a major spill or any other damage that requires immediate attention.

SUPPLIES & DECORATIONS

Each group using the community room must supply its own materials for their meeting. The Library will not supply any materials. No staples, tacks, tape or nails may be used to attach anything to the walls of the community room. No paint, glitter, confetti, or sparklers may be used or affixed to the walls.

FAILURE TO COMPLY WITH THE ABOVE RULES AND REGULATIONS WILL BE SUFFICIENT CAUSE FOR REFUSAL OF FUTURE USES OF THE COMMUNITY ROOM.