Huntingdon Valley Library
625 Red Lion Road
Huntingdon Valley, PA 19006
HVLibrary.org
(215) 947-5138

Meeting Room Reservation and Agreement Form

Community Room: ◯
(capacity of 150)

Friends Learning Lab: ◯
(capacity of 35)

Application Date: _____

Participating Organization: _____

This organization is: ◯ Non-profit number: _____   ◯ For profit

Contact Person: _____

Phone/Cell phone: _____

Address: _____

_____

Resident of Lower Moreland Township?   ◯ Yes   ◯ No

E-Mail: _____

Date(s) Needed (day and date): _____

Start Time: _____ **End Time:** _____

Description of Event: _____

_____ **Guest Estimate:** _____

AV Needs: _____

Is this program free? ◯ Yes   ◯ No
Is this program open to the public? ◯ Yes   ◯ No

In consideration of allowing the use of a meeting room at the Huntingdon Valley Library, I hereby release and agree to indemnify and hold harmless Lower Moreland Township, the Township Commissioners, Library Board and Staff from any and all liability with respect to bodily injury and property damage incurred resulting from the sue of the facilities and premises.

I hereby agree to the terms and conditions as outlined in the Board policy and this agreement.

Signature: _____ **Date:** _____

Library Representative: _____ Date: _____

Insurance Certificate Received? ◯ Yes   ◯ No   ◯ Waived by Library Director

Attendant Instructions and Regulations

Room Guidelines:

- Unless allowed by the Director, gatherings may be scheduled only during regular library hours of operation. If use is allowed after hours, keys and the key fob for after-hour use of the Community Room can be picked up at the Circulation Desk during regular business hours. The key fob deposit: $100.
- Each group is responsible for its own publicity. Any printed publicity must include the statement "This program is not sponsored by the Huntingdon Valley Library." Publicity must not include the library telephone number, but must include contact information for the organization.
- Consumption of alcoholic beverages, smoking, gambling, and illegal drugs are strictly prohibited in any area of the Library.
- The User agrees to comply with all other rules applicable to patrons of the Library.
- The Library is not responsible for lost, damaged or stolen articles.
- Attendance at meetings is limited to the capacity permitted by the Fire Code.
- Meeting rooms must be left debris-free after each function with tables and chairs put away.
    - Users must address any spills.
    - Food refuse must be sealed in plastic trash bags and removed to the outdoor dumpster.
    - Table tops must be clean and **cleaning supplies and tools are available for use.**
    - Janitorial fees, if any occur, shall be the responsibility of the user.
- No decorations may be attached to ceilings, walls, or woodwork.
- **All necessary insurance certificates need to be presented with the application.**
- **All users of the room are** subject to the scrutiny of the library staff at all times and agree to abide by any and all policies and procedures implemented by the Huntingdon Valley Library.
- Library staff will inspect the room before and after each event.
- **The use of the catering kitchen in the Community Room will be allowed with prior approval; the kitchen is located adjacent to the Community Room, in the foyer. The kitchen offers counter-top space, a sink, refrigerator, dishwasher and microwave oven (no oven or stove top). Users are responsible for cleaning and restoring the kitchen after each function. Additional fees apply.**
- **The use of technology in the Friends Learning Lab will be allowed with prior approval. Additional fees apply. The group must make its own arrangements for a technologist and audiovisual equipment not available in the Library, and is responsible for any library equipment used.**
- **Any organization/business using library meeting room space assumes responsibility for any damage to library property. This includes but is not limited to tables, chairs, computers, and AV equipment used in these rooms.**
- The library reserves the right to limit use to those organizations/businesses whose activities will in no way interfere with normal library operations or programs and the library's board of directors reserves the right to revoke permission to use the meeting rooms.

Application Received by: _____ **Date:** _____

Approved by: _____ **Date:** _____

Added to Calendar on (date): _____

Fee Charged? ◯ **Yes**   ◯ **No**   **Amount:** _____   **Deposits:** _____