

# Huntingdon Valley Library 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 use 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

- 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 individual applying for the meeting Room must agree to the terms and conditions for use of the room and accept legal and financial responsibility for the room. The applicant will:
  - Complete the Meeting Room Application and sign the Meeting Room use agreement.
  - Pay all deposits and rental fees.
  - Provide accurate and complete contact information to the library and serve as the sole point of contact for the library and attendees about meeting room concerns.
  - Attend the meeting and stay in the meeting room from the beginning to the end of the meeting to monitor use and ensure the library policies are followed.
  - Check in with staff prior to the meeting and check out with staff at the end of the meeting to verify that the room has been returned to its original condition
- 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.
- All necessary insurance certificates need to be presented with the application.
- 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; Food or Beverage deposit will apply.
- The use of technology in the Friends Learning Lab will be allowed with prior approval. 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:** \_\_\_\_\_