

## **Frank Sarris Public Library Room Usage Policy**

### **Reservations**

Room rental applications are available at the library circulation desk and online at [franksarrislibrary.org](http://franksarrislibrary.org)

An authorized representative of the group with the authority to bind the organization must execute any room rental application by a group or organization. A contact person(s) must be designated on the rental agreement. At least one authorized representative must be present during the rental period.

Room rentals require the following items:

- A completed room rental application;
- A general liability insurance certificate in the amount of \$1,000,000 in the name of Frank Sarris Public Library;
- Room rental donation [calculated as \$30.00 x per hour of use];
- A \$100 security deposit check. Security deposit checks will be returned after the event and will be available at the adult circulation desk. Damages that exceed the amount of the security deposit will be billed to the renter.

**Your reservation is not complete until the room rental fee and deposit have been paid.**

**All reservations require review and approval by the Library Director.**

### **Rooms Available for Rent**

#### **Second Floor Rooms:**

Program Room 1	44	\$30 per hour
Program Room 2	41	\$30 per hour
Conference Room	14	\$30 per hour

### **Room Rental Times**

All rentals are to take place within the library's hours of operation. All renters should include the total time that access to the room will be needed, including set up and teardown, on the room rental application. Renters will be required to vacate the building at least 15 minutes before closing time on a given operating day. If a renter does not vacate before closing time, the security deposit will be forfeited. Any request for a room rental time before or beyond the hours of operation must be made **in writing** to the Business Office at the following email address: [businessmanager@franksarrislibrary.org](mailto:businessmanager@franksarrislibrary.org). Unless approval is given, the renter will be required to vacate the building before closing time. After hours' usage and pricing is at the discretion of the Library Director.

**Please be aware of the following:**

- Library staff may not be employed to move or carry private property.
- All rooms are handicapped accessible.
- All rooms have posted capacity, which may not be exceeded.
- Any cancellation must be made 7 days prior to the reservation date or the room usage donation will be forfeited.
- No smoking or illegal activity is permitted on library premises.
- No candles or open flame items are permitted on library premises.
- Nothing may be taped or otherwise attached to the walls, room dividers, doors or windows in meeting rooms.
- The library has some additional items available for use in the rooms (i.e. lectern, projector) that can be requested on the reservation form. Library staff must set up equipment, and no one is permitted to change equipment configurations or otherwise alter normal operating setups.
- Any damages that exceed the amount of the security deposit will be billed to the renter.
- A renter using the facility must provide a certificate of comprehensive general liability insurance, including contractual library insurance, in the amount of \$1,000,000 with the Frank Sarris Public Library named as an additional insured.
- All rentals will be cancelled (and the Library will not be held liable) if the Library is closed due to weather, power outage, or other unforeseen circumstances. An alternate date and time may be reserved or all payment made to the Library will be refunded.
- The Library reserves the right to terminate any recurring rental agreement if the renter is found in violation of the aforementioned rules and regulations. A prorated portion of paid rental fees will be returned excepting monies held for payment in the event of excessive cleaning or destruction of library property.

Rental donations are an important part of the Library's income, providing the means to maintain our facility and programming.

Certain Washington County non-profit organizations and governing bodies holding meetings that are free and open to the public may request a waiver of rental donation minimums. **All waivers are at the discretion of the Library Director and must be approved before the rental agreement is final.** *No admission fees, registration fees, donations or monetary solicitations may be sought from meeting attendees, and if all of these conditions are not met, private function fees will apply.* EXCEPTION: A public governmental body may hold a closed executive session pursuant to the Sunshine Law if the executive session is held in conjunction with an open meeting.

To qualify for a waiver of meeting room fees, Washington County community groups must provide verification of its non-profit status designation by the IRS or the Commonwealth of Pennsylvania.

### **Study Room Usage**

The study rooms cannot be reserved. Each study room is limited to four people per room. The time limit for using a study room is two hours. If no one else needs the room, the time limit may be extended. No tutoring sessions can be conducted in a study room.

### **Food/Beverage Policy**

Any food/beverage must be arranged ahead of time and approved by the Library Director. An additional fee may apply.

### **Technology**

Wireless technology in the meeting rooms is shared with the rest of the library and capacity issues may arise if a large number of users access the system simultaneously. There is no guarantee of wireless compatibility or for uninterrupted service when groups are using the meeting room.

### **Special Circumstances:**

The Library Director may determine that security services, additional custodian or staff are required during a proposed use of the meeting facilities. If so determined, the renter agrees to pay for any such services deemed necessary by the Library Director. Both the payment and the certificate must be delivered to the Library Director no later than two weeks prior to the proposed use. In the event those requirements are not met, the reservation request for the room shall be denied.