

**Abington Community Library  
Community Room Planning Form**

Contact Person:
Phone Number:
Email Address:
Organization (if applicable):
Date and Time of Program (include finishing time):
Purpose of Meeting:
Special Requests (eg, food/drink):

I hereby agree to the Community Rooms Use Procedures (p.2-3) and accept the conditions as criteria to reserve a Community Room at the Abington Community Library.

Group Name (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date (of submission): \_\_\_\_\_

Director's Signature: \_\_\_\_\_

## **Abington Community Library Community Rooms Use Procedures**

1. The applicant, organization and/or group are responsible for discipline and reasonable care of the Community Room. The applicant, organization and/or group will be held responsible for any damage, including damage to any Library equipment, and the conditions of a Community Room after its use, e.g., chairs stacked. A Community Room shall be left in good order and in the original set-up. Applicant, organization and/or group agree to pay for damages to a Community Room or to Library property from Community Room use. The applicant, organization and/or group agree to pay for any special maintenance or security required, as determined by the Library and/or the Library's staff
2. The Library is unable to provide storage for any organization and/or group.
3. It is the responsibility of the applicant, organization and/or group to provide necessary equipment if it is not available at the Library.
4. Permission to serve light refreshments (coffee, tea, soda, etc.) in a Community Room may be granted upon request. No alcoholic beverages may be served in the Community Rooms.
5. The Ryon Community Room may be utilized by no more than forty-five (45) people at one time; and the Children's Story Room may be utilized by no more than twenty-five (25) people at one time.
6. Applicant, organization and/or group are responsible for supervision of all children.
7. Applicant, organization and/or group may not tape or tack anything to walls or doors or make any cosmetic changes beyond moving furniture.
8. The requesting organization or individual hereby agrees to indemnify, defend and hold harmless the Abington Community Library, its Trustees, employees and volunteers from any and all liability, claims and damages (including personal injury) as a result of use of the library. The Abington Community Library, Trustees, employees, and volunteers assume no responsibility for the loss, theft or damage of any property of any applicant, group, individual and/or organization using library facilities including the Community Rooms.
9. The Applicant, organization and/or group reserving a Community Room assumes full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the Americans with Disabilities Act.
10. All applicants, organizations and/or groups seeking to use the Community Rooms shall complete, submit, and, at the request of the Library staff, update a Community Rooms planning form. Such form shall incorporate by reference this policy and shall recite that the applicant, organization, and/or group has received a copy of this policy and agrees to abide by the terms and conditions of this policy. A Community Rooms planning form should be completed and submitted at least 2 weeks prior to the meeting. The Library reserves the right to refuse a request submitted less than 2 weeks prior to the requested date. Reservations may be made no more than one month in advance for a Community Room. The planning form is to be signed by the person responsible for use of the room and authorized by the organization and/or group to sign on its behalf.

11. No applicant, organization and/or group may reserve or use a Community Room unless they comply in all respects with the provisions of this policy and submits, in fully executed form, the application and indemnification agreement called for in this policy. No Community Room reservation shall be deemed complete until the Library staff receives a complete, signed original Community Rooms application form.
12. Rooms are available 9:30AM-8:30PM Monday – Friday, 9:30AM-4:30PM Saturday, and 2:30PM-4:30PM Sunday.
13. All meetings must be free of charge and open to the public. No admission charge, request for donation, or items for sale will be approved. The Community Rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising other than fundraising solely for the financial benefit of the Library, unless specifically permitted by the fundraising committee of the Library Board of Trustees.
14. Organizations and/or groups using the Community Rooms must not use advertising or publicity which implies that their programs are sponsored, co-sponsored, endorsed or approved by the Library, unless written permission to do so has been previously given by the Library. No organization and/or group may consider the Library as their permanent meeting place or use the Library as their mailing address.
15. Failure to comply with the Community Rooms Use Procedures will result in withdrawal of Community Rooms use privileges for the applicant, organization and/or group. Any false, misleading, or incomplete statement on the application form shall be grounds to forbid the use of the Community Rooms by the applicant, organization and/or group.