

Use of Library Community Spaces Rules and Procedures *Effective 5/11/23*

Who can reserve Library Community Spaces and what are the requirements / stipulations?

Non-Profit Organizations and Governmental Entities

- No Charge-Organizations may be asked to provide proof of non-profit/charitable status.
- Access to Henkelman Room; Study room; Technology lab, Executive Office (evenings only).

Individuals / Small Groups

- No Charge with valid Lackawanna County Library System library card.
- Access to Study Room only.

Businesses and Private Social Events

- Access to the Henkelman Room only.
- \$250 for the first 2 hours of use.
- \$150 for each additional hour.
- \$100 non-refundable deposit required upon signing of Reservation Form.
- \$50 per hour additional charge will be billed if the Room needs additional cleanup.
- If applicable, arrange for light refreshments / catering from Library approved caterers.
- If applicable, clean up and dispose of all food and beverages.
- If applicable, remove all utensils and serving items at the end of the event.
- The responsible party will be billed by the library for any damage to facility or equipment.
- Fees may be waived or adjusted depending on the intended use and length of time.
- Fees will be refunded if the library closes for any reason. Refunds will be made within 30 days.
- Fees will not be refunded if the cancellation is invoked by the Responsible Party or their representative.
- For private events, Responsible Party may be required to provide proof of insurance.
- Additional Technical support may be provided for a fee.

What are the expectations of the library and an individual or entity reserving the room (i.e.; Responsible Party)?

The Library will provide:

- Access to the room at the times specified in the Reservation Form.
- Basic setup of the room as specified in the Reservation Form.
- Vacuuming and basic cleaning of surfaces after the end time specified in the Reservation Form.

Responsible Party will:

- Complete and submit Reservation Form no earlier than 1 month in advance or no later than 1 week in advance of the event.
- Reservations are limited to one meeting and cannot be booked for multiple dates.
- If applicable, pay, as described above, deposit at the time a Reservation Form is submitted. Payment must be by credit card.
- If applicable, pay any fees, other than the deposit, within 30 days of receiving an invoice from the library. The deposit will be deducted from the invoice. Payment must be by credit card.
- Pay any additional fees (see Stipulations below) within 30 days of receiving an invoice from the library.
- Provide adult chaperone for meetings of individuals under 18 years of age.
- At the conclusion of the event, return the room to the condition it was in after library set up.

What community spaces and equipment are available?

Henkelman Room:

Access to TV screen, laptop for presentations, electrical, Wi-Fi, Zoom or other common virtual meeting applications.

Study Room:

Access to TV, laptop, Zoom or other common virtual meeting applications.

Technology Lab:

Access to computers, projector, TV screen, electrical, and Wi-Fi.

Executive Office:

Meeting space only, no technology available