



# Quarryville Library Room Reservation Form

**Quarryville Library  
357 Buck Road  
Quarryville, PA 17566  
Phone: 717-786-1336  
Fax: 717-740-2169**

Library rooms are mainly used for programs sponsored or co-sponsored by the Library, Library Board of Trustees, Friends of the Library, Art Committee, and other library and community-related organizations. The rooms are intended to further the Library's mission through enriching lives and encouraging self-education.

By permitting an individual, group, organization, or business to use a room, the Quarryville Library is not endorsing the beliefs or ideas expressed by those using the space. When library activities are not occupying the rooms, non-affiliated individuals, organizations, groups, or businesses may use the rooms for lawful, non-commercial purposes.

Read through the sections on "Scheduling a Room Reservation" and "Fees and Donations" for guidelines on how to reserve the right room(s) for your needs. The applicant(s) filling out the required forms in this packet are responsible for reading and understanding the Quarryville Library's "Room Reservation Policy." If you have any questions, please contact a library staff member. Thank you!

## Room Reservation Application Form

### **Organization Information:**

Name of Individual/Group/Organization/Business: \_\_\_\_\_

Non-Profit? (mission): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### **Program Information:**

Description/Title of the Program: \_\_\_\_\_

\_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time Requested: From \_\_\_\_\_ to \_\_\_\_\_

Room Requested (please circle): Program Rm. / Conference Rm. / Tutor Rm.

With Kitchen \_\_\_\_\_ Without Kitchen \_\_\_\_\_

# Tables Needed \_\_\_\_\_ # Chairs Needed \_\_\_\_\_ See Sketch on Back \_\_\_\_\_

Estimated Attendance: Adults \_\_\_\_\_ Children \_\_\_\_\_

Explain after hours? Yes \_\_\_\_\_ No \_\_\_\_\_ Total Amount After Hours: \_\_\_\_\_

**Equipment needed:** \_\_\_\_\_ Projector \_\_\_\_\_ Laptop \_\_\_\_\_ DVD Player \_\_\_\_\_ Flip Chart Stand

\_\_\_\_\_ Dry Erase Board

**Room set-up requested:** \*See Room Set-Up Options for pictures. You may rearrange the room yourself at time of meeting. Additional tables and chairs are in the closet.

\_\_\_\_\_ Art Reception \_\_\_\_\_ Computer Class \_\_\_\_\_ Large Chamber \_\_\_\_\_ Lecture (Large)

**Hold Harmless Indemnification Agreement  
Quarryville Library**

I understand that my use of the reserved room(s) in the Quarryville Library is voluntary and that I am using it for my benefit only. I agree that my use of the reserved room(s) is undertaken at my own risk and that the Quarryville Library will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my group, organization, or business. On behalf of myself and the group, organization, or business I represent, I expressly forever release and discharge the Quarryville Library, its agents or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify and hold harmless the Quarryville Library from any claims, injuries or damages of whatever nature arising out of or connected with my use of the reserved room(s). I also agree to reimburse the Quarryville Library for any damage, breakage, maintenance or cleanup costs arising out of my use of the meeting rooms and equipment.

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Individual/Group/Organization/Business

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User Representative's Signature

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Date

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Printed Name

**Please Return this Form To**

Library Director  
Quarryville Library  
357 Buck Road  
Quarryville, PA 17566  
Fax: 717-786-9220

## SCHEDULING A ROOM RESERVATION

1. Call the Quarryville Library at 717-786-1336 to check for available date(s) and time(s).
3. Pick up a Room Reservation packet at the Quarryville Library, request it to be faxed or e-mailed to you, or print a copy from our website at [www.quarryvillelibrary.org](http://www.quarryvillelibrary.org).
4. In order to use the room(s), an individual, group, organization, or business must submit a signed Room Reservation Application Form at least one week in advance of the reservation date & payment must be received **before** using the room(s).  
*Make the check payable to: Quarryville Library*
5. The individual, group, organization, or business renting the room must sign a Hold Harmless Indemnification Agreement (included in the Quarryville Library's Room Reservation packet).
6. The following guidelines must be followed when publicizing a program or event:
  1. The correct name of the library (QUARRYVILLE LIBRARY) must be used on all publicity.
  2. The library's logo may not appear on any materials or publicity.
  3. The following disclaimer **MUST** appear on all materials produced outside the library: **"This program/event/workshop is not affiliated in any way with the Quarryville Library. Please contact the organizer at the number/email listed above for questions about this event."**
  4. A non-library contact number or email must be listed on any materials about the program/event/workshop.
  5. Before the materials are produced or circulated, they need to be approved by the Quarryville Library Director or Assistant Director.
7. When a room is to be used by an individual, group, or organization with members 17 years of age or under, the application must be submitted and signed by an adult. No one will be admitted until the adult in charge has arrived. An adult must be present at all times.
8. Meetings or events must be scheduled during normal library hours and must be concluded by normal library closing hours. Exceptions can be made if a library designee is available to open or close the building. A fee will be charged for this service.
9. In the event a scheduled meeting/event is cancelled, the group or individual should notify the library as soon as possible so that the space can be made available to others. If the library must cancel a room reservation, the group or individual will be notified as soon as possible and any fees paid will be refunded. **The library website will be updated as well as WGAL in case of weather related emergencies.**
10. If there is any question or dispute about room use, the decision of the Library Director or Assistant Director will be final.

## FEES & DONATIONS

### A. C.X. Carlson Cultural Room (Program Room):

The program room can be set up for auditorium seating-maximum allowed is 100.

This room is encouraged for lectures, large meetings, programs or training requiring the use of a projector, screen, video, or kitchen area.

#### **The kitchen** (located in the Program Room):

Arrangements can be made for using the kitchen. There are a stove, oven, microwave, refrigerator, and sink available. The kitchen can be used for light snacks or catering. Use of a caterer must be approved by the Library Director.

For individuals, groups, or businesses reserving the Program Room, the fee is *forty dollars (\$40.00) per hour* with a one-hour minimum. The cost of this room includes use of the kitchen, folding tables, chairs, and other equipment owned by the Quarryville Library.

For non-profit individuals, groups, or organizations reserving the Program Room, a donation of *twenty-five dollars (\$25.00) is suggested\**. The room may be used for a maximum of four (4) hours at this rate. For use of the kitchen, an additional fifteen dollars (\$15.00) is suggested.

*\*A non-profit is an individual, corporation or association that conducts business for the benefit of the general public without shareholders or profits.*

**For use of the room before or after normal library hours, an additional fee of twenty dollars (\$20.00) an hour will be charged with a one-hour minimum.**

### B. The Pennington Family Conference Room has seating for up to 12 people. Use of this room is encouraged for discussions where note taking or paperwork requires a writing surface. The cost of the room includes equipment owned by the Quarryville Library. Food and beverages permitted in this room are limited to light snacks and non-alcoholic beverages.

For individuals, groups, or businesses reserving the Conference Room, the fee is *fifteen dollars (\$15.00) per hour*.

For non-profit individuals, groups, or organizations reserving the Conference Room, a donation of *fifteen dollars (\$15.00) is suggested.\** The room may be used for a maximum of three (3) hours at this rate. *\*A non-profit is an individual, corporation or an association that conducts business for the benefit of the general public without shareholders and/or a profit motive.*

**For use of the room before or after normal library hours, an additional fee of twenty dollars (\$20.00) an hour will be charged with a one-hour minimum.**

### C. The Reynolds Tutor Room is limited to a maximum of three people. There is a computer available in the room that requires a library card for access. There is no charge for using this room. However, a reservation must be made to use it, and it can only be used during normal library hours.

**\*NOTE:** Proctoring is available for a \$25.00 fee per test. We recommend reserving the tutor room, but if more space is necessary the Pennington Room can be reserved.

## ROOM RESERVATION POLICY

1. The Quarryville Library has three (3) rooms available for library programs, activities, and public use. These three rooms are the Carlson Cultural Room (the program room) the Pennington Family Conference Room (the conference room) and the Reynolds Tutor Room (the tutor room). When not in use by the library, these rooms are available to community organizations or individuals for meetings or programs of civic, cultural, social or educational purpose. Quarryville Library does not endorse or seek to promote the objectives of any individual, group, organization, or business using these rooms.
2. Any use of the Quarryville Library facilities is subject to approval of the Library Director or the Quarryville Library Board of Trustees. Exceptions to the Room Reservation Policy require written permission by the Library Director or Library Board of Trustees.
3. Room reservations are made on a first-come, first-served basis. To ensure fairness to others in the community, the library reserves the right to limit the use of the facilities by individuals, groups, organizations, or businesses. Permission may be granted for multiple meetings over a period not to exceed six (6) months and two (2) meetings per month. **Prior use of the library rooms does not entitle applicants to future room use. An application must be filled out for each time a room reservation request is made.**
4. The library also reserves the right to discontinue use of the facilities by any organization, business, group, or individual that creates a nuisance or interferes with library operations.
5. Reservation rooms are not available for: (1) political campaigning, (2) the solicitation of funds, (3) use as headquarters for any organization, or (4) use as a mailing address or when, in the opinion of the Library Director or The Library Board of Trustees, the use of the room might endanger public safety, cause disorder, or disrupt the primary functions of the library.
6. The following guidelines must be followed when publicizing a program or event:
  1. The correct name of the library (QUARRYVILLE LIBRARY) must be used on all publicity.
  2. The library's logo may not appear on any materials or publicity.
  3. The following disclaimer **MUST** appear on all materials produced outside the library: **“This program/event/workshop is not affiliated in any way with the Quarryville Library. Please contact the organizer at the number/email listed above for questions about this event.”**
  4. A non-library contact number or email must be listed on any materials about the program/event/workshop.
  5. Before the materials are produced or circulated, they need to be approved by the Quarryville Library Director or Assistant Director.
7. It is the responsibility of the renting individual, group, organization or business to return the room to its original condition and pay for any damage to library property or equipment. Waste is to be placed in the receptacles and left in the kitchen. Any bags that do not fit in the receptacles need to be tied securely and left in the kitchen.

8. Walls may not be used for mounting or hanging pictures, displays, posters, etc. unless permission has been given by the Library Director. Materials may not be attached to walls, windows, doors, or furnishings except under the direction of authorized staff.
9. Groups, organizations or individuals using the facilities do so at their own risk and are responsible for their actions and the actions of their guests. Children may not be left unattended or unsupervised by adults who are using the room or attending meetings, programs, trainings, or events.
10. No sale of merchandise or services is permitted without the express written permission of the Library Board of Trustees.
11. It is the responsibility of the applicant or the group to provide any necessary equipment if it is not available in the reservation rooms.
12. Alcoholic beverages, smoking, or gambling are not permitted on library premises.
13. Due to fire hazard, lighted candles or flames may not be used in the meeting rooms, except for the use of Sterno by caterers.

#### **AMENDMENT**

The Library Board of Trustees of the Quarryville Library expressly reserves the right to amend this Room Reservation Policy.

The Library Board of Trustees also reserves the right to make special exceptions.