

**Blossburg Memorial Library**  
**Community Room Agreement and Rental Contract**

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Rental Fee for Community Room: \$100.00 up to five (5) hours (including set up and clean up); \$10 for each additional hour. PLUS a \$25.00 CASH deposit, paid at time of reservation (\$125 TOTAL.) (Note: your \$25.00 CASH deposit will be held separately & will be refunded after ensuring terms of agreement have been met. Room must be satisfactorily cleaned, garbage removed, lights off, door locked & key must be returned in order to receive deposit refund.) If you pay the rental fee by check & your check does not clear, you will be assessed any banking fees incurred, along with the rental fee.

Deposit must be paid in order to hold your reservation. Full fee is due no later than 1 week prior to rental date; deposit will not be returned if we hold your date and you do not pay in full and/or do not hold your event. Deposits not picked up within 3 months after your event will be considered a donation to the library. Thank you!

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**Please complete the below form and read and sign reverse page**

Individual/private (Fee applies)  
 Meeting of Non-profit organization  
(Fee waived for meetings only; NOT fundraisers)  For-profit organization (Fee applies)

Your name &/or Name of organization (if applicable): \_\_\_\_\_

Phone #: \_\_\_\_\_

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

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

Purpose of rental: \_\_\_\_\_

Approximate number of Participants: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ Rental Time: Start \_\_\_\_\_ End \_\_\_\_\_

Recurring Meeting (list start and end dates, day(s) of week, time(s) and other information):  
\_\_\_\_\_  
\_\_\_\_\_

**Notes/ Special Requests:** \_\_\_\_\_  
\_\_\_\_\_

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**For Staff:**

**Deposit received:** \_\_\_\_\_

Amount \_\_\_\_\_

Date \_\_\_\_\_

Name of staff/volunteer \_\_\_\_\_

**Full rental fee received:** \_\_\_\_\_

Amount \_\_\_\_\_

Date \_\_\_\_\_

Name of staff/volunteer \_\_\_\_\_

**Key Number:** \_\_\_\_\_ **Date key given:** \_\_\_\_\_ **Date key returned:** \_\_\_\_\_

## **Blossburg Memorial Library Community Room Policy**

The Community Room is available for rentals. The library, a non-profit organization, strives to provide satisfactory accommodations to all groups and individuals that rent the facilities. In order to assure that the room is well maintained, we ask that you abide by the following guidelines.

A \$100.00 fee is assessed for private events and for-profit organizations. The fee is waived for community events open to the general public and meetings of non-profit organizations. An additional deposit of \$25.00 will be returned only after library ensures that all terms of agreement have been met, including, but not limited to, leaving the room clean, turning out all lights and removing your trash. If you pay the rental fee by check & your check does not clear, you will be assessed any banking fees incurred, along with the rental fee. Note that the deposit will not be returned if we hold your date and you do not pay in full and/or do not hold your event. Deposits not picked up within 3 months after your event will be considered a donation to the library. Thank you!

1. Individuals must be at least 21 to rent the Community Room.
2. Adult supervision is required at all times.
3. Alcoholic beverages are not permitted anywhere in the library facility or on library grounds.
4. No smoking inside the building; ensure you clean up any discarded cigarettes outside, including in the parking lot.
5. Please park responsibly to avoid damaging grass and property.
6. Do not litter or empty ashtrays in the parking lot.
7. Leave the front row of parking (facing Main Street) open for library patrons if the library is open. Parking is not allowed on Main Street.
8. The handicapped parking space is only to be used by handicapped-tagged vehicles.
9. Windows shall remain closed and locked for security reasons.
10. The thermostat may be adjusted, within reason, for comfort, however we ask that upon leaving, the thermostat be reset to the temperature and setting displayed when you arrived.
11. Leave the restroom doors ajar when you leave for heating purposes.
12. Clean out your leftovers from the refrigerator and kitchen area.
13. Be sure to clean the tables, kitchen, and run the vacuum cleaner after your event.
14. Bag and remove your trash after your event (this includes kitchen and restroom areas).
15. Turn off all lights upon leaving and ensure no water is running in the restrooms.
16. Please ensure the door is firmly closed and locked. Note that door must be pulled shut.
17. Return the key after your event. Place key in the video slot on the front door if library is closed.
18. You are responsible for all liability and insurance for your event and participants.
19. Failure to abide by this policy may prevent future use of the Community Room and will forfeit deposit refund.

I, \_\_\_\_\_, agree to the above policy and as a condition of the use of the Library facility also agree to the following:

1. The Blossburg Memorial Library director, officers, volunteers and employees shall not be liable to any individual or organization which utilizes its facilities, their agents, employees, guests, invitees, or to any person claiming by, through or under said organization for any injury to person, loss or damage to property, or for loss or damage to business, occasioned by or through the acts or omissions of a landlord or any other person, or by any other cause whatsoever.
2. The utilizing individual or organization will indemnify, defend and hold harmless the Blossburg Memorial Library and the Blossburg Memorial Library's agents and their respective employees, agents and contractors from and against any and all loss, damage, claim, demand, liability, or expense (including reasonable attorneys' fees) resulting from claims by third parties and based on (a) any occurrence within the premises not caused by the negligence or willful misconduct of the organization or its subtenants and their respective employees, agents and contractors in connection with the Library building.

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Name (please print)	Signature	Date
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