



# Martin Library

## Room Rental Application

Application Date \_\_\_\_\_

Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Email \_\_\_\_\_

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

Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Description of event \_\_\_\_\_

Time Requested: Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

How many people do you expect to attend? \_\_\_\_\_

Bill Simpson Room  Capacity = 45

Program Room  Capacity = 45

Quiet Reading Room  Capacity = 150

Atrium/Audio Visual  Capacity = Depending on event

Brownstone Parlor  Capacity = 25

	Location	Refundable Security Deposit	Half Day Rate (Business and Individuals)	Full Day Rate (Business and Individuals)
Martin Library	Bill Simpson Room	\$100	\$100	\$150
	Program Room	\$100	\$100	\$150
	Quiet Reading Room	\$100	\$300	\$500



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	Location	Refundable Security Deposit	Half Day Rate (not for profit rate)	Full Day Rate (not for profit rate)
Martin Library	Bill Simpson Room	\$0	\$50	\$75
	Program Room	\$0	\$50	\$75
	Quiet Reading Room	\$0	\$100	\$150

	Location	Refundable Security Deposit	Closed Hours (not for profit rate)	Full Day Rate (Business and Individuals)
Martin Library	Bill Simpson Room	\$200	\$500	\$1000
	Program Room	\$200	\$500	\$1000
	Quiet Reading Room	\$200	\$2000	\$3000
	Atrium/Audio Visual	\$200	\$1000	\$1500
	Brownstone Parlor	\$200	\$1000	\$2000

- LED Projector  \$25
- Portable Screen  \$10
- Portable Sound System  \$35  
With Microphone
- Portable Speakers  \$10

Room Set Up

# of Tables

# of Chairs

Special Requests:

Will Food and Beverages be served? Yes \_\_\_\_\_ No \_\_\_\_\_

Catered? Yes \_\_\_\_\_ No \_\_\_\_\_



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The organization/individuals hereby agrees to indemnify and hold harmless the Library from any and all claims, actions, losses, costs, expenses, liabilities (join or several), penalties, and damages, including counsel fees incurred in investigating or in attempting to avoid the same or oppose the imposition thereof, resulting from the organization's use of the Library's premises, whether related to personal injuries, property damage or other types of losses. The Library reserves the right to revise any meeting arrangements scheduled if necessary and to preempt established reservations upon reasonable notification to the organization. Martin Library hosted events will be free of charge.

In order to allow other groups reasonable opportunity to use the meeting rooms, the library requires a minimum of 48 hours' notice for cancellation of a reservation in order to provide a full refund of the reservation fee. For cancellations less than 48 hours in advance of the meeting date, the library will deduct an administrative fee (\$10 for nonprofit groups, \$25 for profit groups) from the refunded amount. There will be no refund of the reservation fee for groups who cancel meetings without notifying the library. Full refunds, will be given if the library is closed or the meeting room becomes unavailable due to adverse weather, power failure, building renovation, etc. Groups should contact the Executive Assistant to the President (717-849-6969) to cancel reservations.

Martin Library charges a refundable security deposit. The security deposit will be refunded if the room is left in the condition that it was found and room users are out of the room at the contracted time. Every effort will be made to refund security deposit as quickly as possible; in a time not to exceed 30 days.

On behalf of the organization, I swear and affirm (a) that the above information is true and correct; (b) that I have received and read the Library's Meeting Room Policy; (c) that the organization will comply with the terms of the Meeting Room Policy; and (d) that any misrepresentations in this application or violations of the Meeting Room Policy will result in the cancellation of any meeting approved by the Library and the rejection of any future applications on behalf of the organization.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Martin Library Use Only

Approved by \_\_\_\_\_

Date \_\_\_\_\_