



York County Libraries Room Rental Application

Application Date _____

Organization Name _____

Mailing Address _____

Contact Name _____

Email _____

Phone _____

Event Details

Date _____ Start Time _____ End Time _____

How many people do you expect to attend? _____

Will food and beverage be served? Yes ____ No ____

Will it be catered? Yes ____ No ____

Event Name _____

Description of event

Room Set-up Information (see attached examples)

Please select the room you would like to reserve –

Not for Profit Use

Select	Room Name	Room Capacity*	Security Deposit	Hourly Rate	Half Day Rate	Full Day Rate	Closed Rate
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Adult Space

<input type="checkbox"/>	Quiet Reading Room	150	\$0		\$150	\$250	\$2,000
<input type="checkbox"/>	Atrium/Lounge	75	\$0				Included above
<input type="checkbox"/>	Program Room	45	\$0	\$20	\$50	\$100	\$500
<input type="checkbox"/>	Family Place (limited)	45	\$0	\$20	\$50	\$100	\$500
<input type="checkbox"/>	Parlor	18	\$0	\$20	\$50	\$100	\$500
<input type="checkbox"/>	Studio 1	6	\$0	\$5			
<input type="checkbox"/>	Meeting Room 1	4	\$0	\$5			
<input type="checkbox"/>	Meeting Room 2	5	\$0	\$5			
<input type="checkbox"/>	Atrium Table	Approved use only. Must be booked through Member Services Librarian 717-849-6949					

Teen Space

Available when the Library is open and Teens is closed. Must be reserved at least 4 weeks in advance.

Contact Teen Program Coordinator 717-849-6938

<input type="checkbox"/>	Lounge	20	\$0	\$10			
<input type="checkbox"/>	Solver Space	12	\$0	\$10			
<input type="checkbox"/>	Computer Lab	9	\$0	\$10			
<input type="checkbox"/>	Teen Study Room	6	\$0	\$5			
<input type="checkbox"/>	Studio 2 (Beatway Studio)	6	\$50	\$5			
<input type="checkbox"/>	Studio 3 (Green Room)	2	\$50	\$5			
<input type="checkbox"/>	Studio 4 (Audio Room)	2	\$50	\$5			

Business and Individual Use

	Room Name	Room Capacity*	Security Deposit	Hourly Rate	Half Day Rate	Full Day Rate	Closed Rate
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Adult Space

<input type="checkbox"/>	Quiet Reading Room	150	\$200		\$400	\$700	\$3,000
<input type="checkbox"/>	Atrium/Lounge	75					Included above
<input type="checkbox"/>	Program Room	45	\$200	\$75	\$200	\$300	\$750
<input type="checkbox"/>	Studio 1	6	\$0	\$10			
<input type="checkbox"/>	Meeting Room 1	4	\$0	\$10			
<input type="checkbox"/>	Meeting Room 2	5	\$0	\$10			
<input type="checkbox"/>	Atrium Table	Approved use only. Must be booked through Member Services Librarian 717-849-6949					

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<input type="checkbox"/>	Solver Space	12	\$50	\$20			
<input type="checkbox"/>	Computer Lab	9	\$50	\$20			
<input type="checkbox"/>	Studio 2 (Beatway Studio)	6	\$200	\$10			
<input type="checkbox"/>	Studio 3 (Green Room)	2	\$200	\$10			
<input type="checkbox"/>	Studio 4 (Audio Room)	2	\$200	\$10			

Facility Use Policy

- York County Libraries makes available designated rooms within its facility to businesses, organizations, and individuals for educational and recreational purposes.
- York County Libraries reserves the right to prioritize use of rooms. First priority is given to the library and cosponsored events.
- York County Libraries reserves the right to revise any meeting agreements and to preempt established agreements based on library program priority. In such an instance, the library will provide reasonable notification to the applicant.
- Accidents must be reported to a staff member who will report the incident in accordance with library procedure.
- Attendance is limited by meeting room seating capacity.
- If the Library closes to the public (ex: weather or emergencies) reservations will be cancelled. (To verify closings, call 717-849-6902)

Meeting Room Guidelines

- Submission of a York County Library Room Rental Application is required.
- Individuals requesting meeting rooms must be 18 years of age and hold a York County Libraries library card.
- Applicant/Event Organizer contact information for the day of the event must be provided.
- By reserving a meeting room, groups and individuals using Library meeting rooms agree to the Facility Use Policy and Meeting Room Guidelines.
- Meetings must not be open to or advertised to the public.
- The use of Library facilities does not constitute the library's endorsement of viewpoints expressed by library users and any advertisement or announcement implying such endorsement is prohibited.
- Use of library rooms for any activities that are inconsistent with the library's purposes or operations will be denied or terminated. The Library Director may deny application if determined use of facilities causes a threat to the safety of library personnel, patrons, or property.
- Smoking, gambling, and illegal drugs are strictly prohibited in any area of the library.
- Tacks, nails, glue, or tape shall not be used on walls or furnishings. No glitter or other items that may permanently stain the room.
- Restrooms are available for use by groups using a meeting room.
- A/V equipment may be made available on request for a scheduled fee when the library is open.
- Applicants are responsible for correct operation of equipment as well as any damage or replacement costs more than Security Deposit.
- Applicants agree to comply with all fire codes and other library policies.
- York County Libraries is not responsible for security or storage of property owned by those using the Library nor is it responsible for damage or loss of property of others.

Liability Insurance Policy

- Upon request, applicants which intend to have more than 20 individuals present during the period of usage must provide proof of comprehensive general liability insurance from an A rated insurance carrier with minimum coverage of \$1,000,000.00 combined single limit for property damage and personal injury arising out of its use of the facility. The Certificate of Insurance must include a rider naming Martin Library Association as an additional insured.

Meeting Room Availability

- Rooms are generally available for use during regular library hours unless express permission is granted.
- An applicant may request use of the facilities at a time when the library is closed to the public.

- Requests for events outside of normal business hours will be considered on a case-by-case basis.
- The person requesting use of a meeting room will be held responsible for the orderly conduct of the group and for any loss or damage to Library property or equipment.

Meeting Room Food and Beverages

- Refreshments may be brought into Library meeting rooms with prior approval.
- The group serving them will be responsible for any clean up following the meeting.
- Use of cooking appliances is limited to availability of Library equipment only. All heating sources must be approved of in advance of the program. Candles and open flames of any kind may not be used in meeting rooms.
- The serving of alcoholic beverages must be approved in advance.

Requesting a Room

The reservation process begins when the completed application is received by York County Libraries; availability of space, staffing and equipment requested is verified. The application will be reviewed by the Facilities Manager, signed, and returned to the applicant. An invoice will then be sent for the total owed, including security deposit. When the security deposit is received by York County Libraries is when the requested space is officially booked. To reserve a room, please contact the following -

Large meeting rooms, rooms by for-profit business, and other related events (may be made up to 6 months in advance)

Zach Zimmerman, Facilities Manager
 Phone: 717-849-6962
 Email: zzimmerman@yorklibraries.org

Small meeting rooms (may be made 4-8 weeks in advance unless otherwise noted).

Meeting Rooms 1 and 2

Help Desk In-Person or Phone 717-849-6922
 Member Services Librarian
 Phone 717-849-6949
 Email: jwesten@yorklibraries.org

Teen Studios 2,3, or 4 and Teens Study Room

Teen Program Coordinator
 Phone 717-849-6938
 Email: jfino@yorklibraries.org

Atrium Tables

Member Services Librarian
 Phone 717-849-6949
 Email: jwesten@yorklibraries.org

Studio 1

Children’s Library Manager
 Phone 717-849-6930
 Email: tbissett@yorklibraries.org

Payment

- Once your application has been approved, an invoice will be emailed to you.
- Payments may be made in person at any help desk. Please include a copy of the invoice.
- Payments may also be made by mail. Send a copy of your invoice and check payable to:
 York County Libraries attn: Accounting
 Meeting Room Payment
 159 East Market Street – 3rd Floor
 York, Pa. 17401

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.

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 Facilities Manager (717-849-6962) 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 the 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 _____

Library Use Only

Received ___/___/___ By _____

Reviewed/verified ___/___/___ By _____

Approved ___/___/___ By _____

Invoiced ___/___/___ By _____

Paid ___/___/___ By _____