

# Room Reservations at York County Libraries

## 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. 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 the seating capacity of the room.
- If the library closes to the public (ex: weather or emergencies) reservations will be cancelled.
  - To verify closings, call 717-849-6902.

## Liability Insurance Policy

- Upon request, applicants who 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.

## Room Usage Guidelines

- Applicants should request use of library rooms online through [events.yorklibraries.org/reserve-room](https://events.yorklibraries.org/reserve-room).
- Applicants must be 18 years of age or older, possess a valid York County Libraries card, and be in good standing with YCL.
- Applicants must provide their email address and/or phone number.
- By reserving a library room, applicants and their party agree to the Facility Use Policy and Room Usage Guidelines.
- Meetings must not be open to or advertised to the public.
- The use of library rooms 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. Library management 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.
- A/V equipment not available in the room by default (such as TVs in the Martin Study Rooms) may be made available on request for a scheduled fee when the library is open.
- Applicants are responsible for the correct operation of equipment as well as any damage or replacement costs incurred during their use of library rooms.
- 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.

## Library Room Availability

- Library rooms are generally available for use during regular library hours unless noted otherwise.
- Requests for events outside of normal business hours will be considered on a case-by-case basis.
- The person requesting use of a library room will be held responsible for the orderly conduct of the group and for any loss or damage to library property/equipment.

## Library Room Food and Beverages

- Refreshments may be brought into library 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.

## Payment

- Once your application has been approved, a payment link will be emailed to you from the following email address: [events@yorklibraries.org](mailto:events@yorklibraries.org). Applicants can pay online with their credit card from all major providers.
- If alternate payment arrangements need to be made, please contact the respective Library.
  - *See Schedule of Prices & Contact Information starting on page 4.*

# Room Reservation Agreement

## Terms & Conditions

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. Events held in partnership with the Library will be free of charge.

To allow other groups reasonable opportunity to use the meeting rooms, the library requires a minimum of 72 hours' notice for cancellation of a reservation to provide a full refund of the reservation fee. Refunds will not be issued to groups who (a) cancel meetings less than 72 hours in advance or (b) do not notify the Library of the cancellation. Full refunds will be issued if the Library is closed or the meeting room becomes unavailable due to adverse weather, power failure, building renovation, etc. Groups should contact the respective Library to cancel reservations.

By submitting a room reservation request through **events.yorklibraries.org**, I agree to the following: I swear and affirm (a) that the above information is true and correct; (b) that I have received and read the Library's Room Reservation Policy; (c) that I/the organization will comply with the terms of the Room Reservation Policy; and (d) that any misrepresentations in this application or violations of the Room Reservation Policy will result in the cancellation of any meeting approved by the Library and the rejection of any future applications from me or the organization.

# Schedule of Prices & Contact Information

## Application for Use

Applicants should request use of library rooms online through [events.yorklibraries.org/reserve-room](https://events.yorklibraries.org/reserve-room).

**Please note:** Room availability varies. See reservation portal for soonest availability.

## Martin Library: Room Prices

Not for Profit Use				
Room Name	Room Capacity	Hourly Rate*	Half-Day Rate	Full-Day Rate
Program Room	45	N/A	\$50.00	\$100.00
Teen Space	75	N/A	\$150.00	\$250.00
Quiet Reading Room	150	N/A	\$150.00	\$250.00
Meeting Room 1	4	\$5.00	N/A	N/A
Meeting Room 2	6	\$5.00	N/A	N/A
<i>*The hourly rate for Meeting Rooms 1 &amp; 2 only applies to room reservations lasting over two hours. Reservations for these rooms lasting two hours or under are free.</i>				

Business/Individual Use				
Room Name	Room Capacity	Hourly Rate*	Half-Day Rate	Full-Day Rate
Program Room	45	N/A	\$200.00	\$300.00
Teen Space	75	N/A	\$400.00	\$700.00
Quiet Reading Room	150	N/A	\$400.00	\$700.00
Meeting Room 1	4	\$10.00	N/A	N/A
Meeting Room 2	6	\$10.00	N/A	N/A
<i>*The hourly rate for Meeting Rooms 1 &amp; 2 only applies to room reservations lasting over two hours. Reservations for these rooms lasting two hours or under are free.</i>				

### More about Room Rates:

- **Half-Day Rates:** The minimum rental duration is 4 hours
- **Full-Day Rates:** The maximum rental duration is 8 hours

*Please Note: Reservations of more than 4 hours will be charged the **full-day rate**.*

**For an additional upcharge**, these rooms are available for reservation when the library is **closed**. Please email [medmondson@yorklibraries.org](mailto:medmondson@yorklibraries.org) for more details.

## Martin Library: Contact Information

Have questions about rooms at Martin Library? Please contact us by phone (717-846-5300) or email [meetings@yorklibraries.org](mailto:meetings@yorklibraries.org).