

Authorization: _____
Date: _____



500 East High Street
Pottstown, PA 19464
610-970-6551

Meeting Room Use Policy and Agreement

The Meeting Room is available for use by the public when not in use by the library. The needs of the library will take precedence over those of outside groups.

1. Arrangements to use the Meeting Room must be made in advance. Preferably 2 weeks or more.
2. The Meeting Room is available between the following hours:
Monday – Wednesday 11:00 am – 7:00 pm Thursday and Friday 11:00 am – 5:00 pm
Saturday 10:00 am – 3:00 pm
3. The cost to use the Meeting Room are as follows:
Non-profits, not charging admission No Fee, donation preferred
Non-profits, charging an admission fee \$25.00
For-profit groups \$50.00
4. A group must request/confirm any changes to the reservation at least three (3) days prior to your event, including but not limited to:
Change in Time Furniture needed
Equipment needed Increase in anticipated attendance
5. The group using the Meeting Room is responsible for setting up tables, chairs, and equipment. A podium, projector screen, and a white board are available to use with prior notice.
6. The group using the Meeting Room is responsible for returning the Meeting Room to its original arrangement at the conclusion of the event.
7. Prior permission is required to eat or drink in the Meeting Room.
8. There is **NO SMOKING** or **ALCOHOLIC BEVERAGES** in the Pottstown Regional Public Library.
9. A dollar-for-dollar reimbursement is required for any damage done to any property owned by the Pottstown Regional Public Library.
10. The organization or civic group reserving the Meeting Room and any of its persons attending the meeting hereby unconditionally agree to indemnify and hold harmless the Pottstown Regional Public Library, its staff, and directors from any and all liability that might arise as a result of their allowing the organization or civic group to utilize the Meeting Room facility.
11. Those who reserve and use the Meeting Room are subject to the direction of the Pottstown Regional Public Library's staff at all times and hereby agree to abide by any and all policies and procedures implemented by the Pottstown Regional Public Library and its staff, including but not limited to COVID and post pandemic rules.
12. Any violation of the terms mentioned above shall be sufficient cause for cancellation of your organization's use of the facilities.

Complete and return the original document to the Pottstown Regional Public Library. Keep a copy for your files.

Date(s): _____ Time: _____

Organization: _____ **Event is:** **Open to the Public** **Private for your group**

Number of Tables Needed: _____ Number of Chairs Needed: _____

Number of People Attending the Event: _____ Donation Amount \$ _____

Special Requests or Additional Equipment needed: _____

Contact Person (Please Print): _____

Phone: _____ E-mail: _____

Signature: _____ Date: _____