



500 E. HIGH STREET, POTTSTOWN, PA 19464

610-970-6551
pottstownregionalpubliclibrary.org
PottstownLibrary@mclinc.org

Community Room Use Request, Policy, and Agreement

The Community 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 Community Room must be made in advance. Preferably 2 weeks or more.
2. The Community Room is available between the following hours (if not being used for a library function):
 Monday – Wednesday 10:30 am – 7:30 pm Thursday and Friday 10:30 am – 5:30 pm
 Saturday 9:30 am – 3:30 pm
3. The cost to use the Community Room are as follows: additional donations are accepted and appreciated.
 - a. Non-profits, not charging admission \$15.00 for the 1st hour, \$5.00 per hour after
 - b. Non-profits, charging an admission fee \$25.00 for the 1st hour, \$10.00 per hour after
 - c. For-profit groups/individuals \$50.00 for the 1st hour, \$25.00 per hour after
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 Community 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 Community Room is responsible for returning the Community Room to its original arrangement at the conclusion of the event.
7. Prior permission is required to eat or drink in the Community Room. An extra \$25 fee may apply
8. There is **NO SMOKING** and **NO 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 Community 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 Community Room facility.
11. Those who reserve and use the Community 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 without refund.

Complete and return the original document to the Pottstown Regional Public Library. We will send an approved copy for your files. Your room is not reserved until you receive the approval via email. Please print your email legibly below.

Date(s): _____ Time: _____ Number of Hours: _____

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

Number of Tables Needed: _____ Number of Chairs Needed: _____ Number of People Expected: _____

Room Use Amount: \$ _____ Additional Donation Amount: \$ _____ Total Due: \$ _____

Special Requests or Additional Equipment needed: _____

Contact Person (Please Print): _____

Phone: _____ E-mail: _____

Signature: _____ Date: _____

Approved by: _____ Approval Valid for 90 days from _____