



COMMUNITY ROOM POLICY

The mission of the Wyomissing Public Library is to provide a variety of popular and informational materials for reading, listening and viewing to the residents of the Borough of Wyomissing. As an extension of this, the library will make its community room available to the citizenry of Wyomissing for lectures, exhibits, seminars, and educational programs.

1. All requests for the use of the library community room shall be made to the Library Director on the form provided. Library functions will have priority when dates are assigned. Use of the room is restricted to activities that will not interfere with library routine or patron services.
2. The party reserving the community room must be a Wyomissing resident and/or a library association member who will be responsible for any damage incurred.
3. **A donation for use of the room is strongly encouraged. A fee schedule is attached. This donation must be submitted with this reservation form to insure your scheduled time.**
4. In some instances a refundable deposit of \$50.00 made payable to Wyomissing Public Library will be required. Every group will be responsible for set up and clean up. In the event the community room is not returned to its original condition, or if there is damage to the room, its contents or equipment, the deposit will be applied toward the correction of damages. If the deposit is not sufficient to cover the damage, then payment for additional damage is expected.
5. Leaders of any groups using the community room are responsible for maintaining responsible discipline of the participants, including the supervision of children, avoiding unnecessary noise, rowdy behavior, and inappropriate language.
6. The use of tobacco and alcohol is prohibited.
7. The Library Director has the right to limit the use of the community room to meetings exhibits, seminars or lectures. The fact that an activity takes place in the community room does not constitute library endorsement of the activity. The Library Director and/or Board of Directors have the right to refuse use of the room to any group or individual whose purpose is deemed inappropriate.
8. The Wyomissing Library Board of directors reserves the right to make additional rules and regulations that may be in the interest of the Board or the public.
9. Use of the room should coincide with normal library operating hours unless previous arrangements have been made with the Library Director. If the event is to be held at other than normal library operating times, the responsible party must insure that all lights are turned off, including bathrooms, and all doors to the facility are secured.
10. No posters, tape, charts, notes, etc. shall be placed on the walls or doors of the community room. Some A-V equipment may be provided if prior arrangements are made with the Library Director.
11. Kitchen facilities are available for serving refreshments.
Rules for kitchen use are:
 - A. Everything must be returned to its proper place and in a clean and orderly condition.
 - B. Groups must supply their own utensils, cups, etc. Coffee urns of various sizes are supplied.
12. The Library Director, Staff, and Board of Directors are not responsible for any items left in the Community Room.

Please indicate preferences for room set-up on the back of your application.

Community Room Donation Schedule

A. Businesses and For-Profit Groups

0 - 4 hours: \$100.00

4+ hours: \$200.00

B. Community Groups or Service Clubs

0 - 4 hours: \$25.00

4+ hours: \$50.00

C. Social gatherings (parties, showers, etc.)

0 - 4 hours: \$100.00

Association members: \$75.00 for 0-4 hours.

➤ *Others in this category are at the discretion of the Library Director and Board of Directors.*

**APPLICATION TO USE THE COMMUNITY ROOM
OF THE WYOMISSING PUBLIC LIBRARY
WYOMISSING, PENNSYLVANIA**

Name of Organization: _____

Purpose of Organization: _____

Responsible Representative:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Meeting Dates Requested: _____

Hours: _____

Total Anticipated Attendance: Adults: _____ Children: _____

Activities Planned: _____

Purpose of Activity: _____

NOTICE – IMPORTANT LEGAL INFORMATION

By signing this Application, the Responsible Representative, for himself/herself, and its spouse, heirs, legal representatives, agents, successors, assigns together with the organization of which the Responsible Representative is a member, shareholder or partner for which organization the Responsible Representative has the power and authority to legally bind (collectively "Applicant"), in and for the consideration of Applicant's use waives, and discharges the Wyomissing Public Library and its directors, officers, employees, agents, successors, and assigns (collectively "Library"), from any complaints, claims, demands, suits, causes of action, judgments, contracts, promises, liabilities, damages, debts, expenses and the like of any nature whatsoever, in law or in equity, and without limiting the generality of the foregoing, especially those arising out of or in any way related to the Applicant's use of the Library's facilities ("Claims"), which against the Library, the Applicant now has, may have or ever had against the Library. Furthermore, Applicant shall defend and indemnify and shall hold the Library harmless from and against any and all claims (including but not limited to reasonable attorneys fees, cost, expenses, advances and disbursements) in connection with any loss, injury or damage to any person, property or business arising out of or in any way related to the Applicant's use of the Library's facilities occasioned wholly or in part by the act or omission of Applicant, except any damages or injury occasioned by the gross negligence or willful acts of the Library.

BY SIGNING THIS APPLICATION, THE RESPONSIBLE REPRESENTATIVE, INTENDING TO BE LEGALLY BOUND, AGREES FOR HIMSELF/HERSELF AND THE ORGANIZATION TO ABIDE BY THE GUIDELINES AND REGULATIONS FOR THE USE OF THE WYOMISSING PUBLIC LIBRARY'S COMMUNITY ROOM.

SIGNED: (Organization) _____ DATE: _____

SIGNED: (Library) _____ DATE: _____