

Organization Requesting Meeting Space: _____

Room Requested: ___ Conference Room ___ Community Room

Date(s):

Time(s):

For Library Use Only:

Reservation Date: _____ **Staff Initials:** _____

Indemnity Agreement: Y / N **Discrimination Statement:** Y / N **Date Received:** _____

Fees: Deposit: _____ **Rental:** _____ **Lobby:** _____ **Additional:** _____ **Date Rec'd:** _____

Meeting Room Application:

Approved: ___ Denied: ___ Date: _____

Director's Approval

Organization Notified of Director's Decision: _____ Date: _____ Initials _____

The Allentown Public Library

INDEMNIFYING HOLD HARMLESS AGREEMENT

I, _____ (name), in consideration for The Allentown Public Library allowing my guests and I to use the Library premises on _____ (date) from _____ (time) for the purpose of _____ (purpose), jointly and severally, agrees to and shall save, hold, defend, keep harmless and indemnify The Allentown Public Library, the Allentown City School District, and its agents, Board of Directors, Board of Trustees, servants, and employees from:

1. Any and all payments, expenses, costs and attorneys' fees from and for any and all claims, suits and liability from losses or damage to property or injury to persons occasioned wholly or in part (or are alleged to have sustained while using the meeting room, including, but not limited to, use of a meeting room, kitchen facilities, rest room facilities and means of egress and ingress to the Library building and the meeting room) by or resulting from any acts or omissions by me or my guests.
2. Any and all payments, expenses, costs and attorneys' fees from and for any and all claims and liability from losses or damage to property or injury to persons occasioned wholly or in part (or are alleged to have sustained while using the meeting room, including, but not limited to, use of a meeting room, kitchen facilities, rest room facilities and means of egress and ingress to the Library building and the meeting room) by or resulting from any acts or omissions by The Allentown Public Library, Allentown City School District, and/or its agents, Directors, servants and employees.
3. Any and all payments, costs and attorneys' fees from and for any and all claims and liability from losses or damages to property or injury to persons (or are alleged to have sustained while using the meeting room, including, but not limited to, use of a meeting room, kitchen facilities, rest room facilities and means of egress and ingress to the Library building and the meeting room) arising out of the application of any doctrine of strict liability.
4. Any and all payments, expenses, costs and attorneys' fees from and for any and all claims and liability from losses or damage to property or injury to persons occasioned wholly or in part (or are alleged to have sustained while using the meeting room, including, but not limited to, use of a meeting room, kitchen facilities, rest room facilities and means of egress and ingress to the Library building and the meeting room) by or resulting from any acts or omissions for any cause or reason whatsoever arising out of or by reason of me or my guests' use of any and all property owned by The Allentown Public Library, and Allentown City School District.
5. In addition, if any photos or videos are taken while at The Allentown Public Library that these photos will not be used or sold for commercial purposes without prior notification and pursuant written permission of the Library.

Individual signing for Organization & Title: _____ Date: _____

The Allentown Public Library

Meeting Room Use and Rental Policy

The Allentown Public Library has two (2) meeting rooms available for use in the basement level of the Library. The large meeting room seats approximately 100 people. The conference room seats approximately 15 to 18 people.

The purpose of the Library's meetings rooms is to provide space for library programs and events, to champion the principle of intellectual freedom by providing a forum for the free exchange of ideas, and to fulfill the Library's role as a community center, where the public can attend informational, educational, cultural events.

Rooms are available to non-profit corporations (defined as those entities granted tax-exempt status by the IRS under section 501(c) (3) or other tax exempt status of the Internal Revenue Code), to community and non-profit groups providing appropriate contact information, to educational organizations, governmental subdivisions or a department/division/bureau of a governmental subdivision, or to a business for non-public purpose.

Library programs and events take priority over non-library bookings and priority for requests will be given in the following order:

1. Scheduled Library programming and events
2. Requests by educational/school-related organizations
3. Requests by community groups or non-educational related non-profit organizations
4. Requests by private interest groups

Use Guidelines

- Library programming and events take priority over non-library bookings
- Utilization of the Allentown Public Library's facilities is subject to the review and approval by the Library Board of Directors.
- Groups may have bookings for only a single meeting or a brief series of meetings extending no longer than two weeks at any one time. *Rooms are not intended for a group's regular meeting place or for multiple day exhibitions or displays*
- The Library neither approves nor disapproves of content, ideas, or subject matter presented in meeting rooms and does not accept responsibility for ensuring the accuracy or that all points of view are represented. Permission to meet at the Library does not constitute the Library's endorsement of the organization's policies or beliefs
- Any individual, group, or organization that abuses its privileges shall have its privileges revoked
- The Library and its Board of Directors reserve the right to make such additional rules and regulations as may be in the interest of the Library and the public
- The Library Board of Trustees, the Library Director, and the Allentown City School District are not responsible for accidents, injury, or loss of individual property incurred by groups or individuals while using the meeting rooms or basement lobby

No organization or group shall be permitted to use the meeting rooms if attendance or participation at the event or program, or membership or leadership in the prospective group/organization is restricted based on race, color, creed, national origin, religion, age, gender, marital status, or qualified disability.

To validate non-discrimination, each applicant shall:

1. Submit with the application for use a copy of the constitution and/or charter and/or by-laws of the organization or group OR
2. Submit a document providing evidence of non-discriminatory nature of the organization or group

Reserving Rooms

- Telephone and in-person reservations will be accepted on a first-come first serve basis
- Reservations must be accompanied by a non-refundable security deposit, a proof of proper and adequate insurance coverage, and/or a completed indemnifying hold harmless agreement. Organized groups must provide Certificate of Insurance and Indemnifying Hold Harmless Agreement; non-organized groups must submit the signed Indemnifying Hold Harmless Agreement.
- Security deposits and completed forms not submitted to the Library within two (2) business days of making a reservation will result in the forfeit of the meeting space
- All requests for reservations must be submitted at least seven (7) days in advance
- Reservations will not be accepted more than eight (8) weeks prior to the desired date
- Cancellations or schedule changes should be made no less than two (2) business days prior to the reserved time
- All rental fees must be paid in full prior to the reserved time
- Requests for the renewal of a previously approved use may be considered
- The Library reserves the right to deny any reservation requests

Fees

The Allentown Public Library Board of Directors shall establish a schedule of rental fees for the use of the Library meeting rooms. Rental fees shall be periodically reviewed and revised as necessary. At minimum, the rates shall be reviewed every two (2) years.

Rental fees and security deposit rates are minimum rates and are subject to change. The Library Board of Directors reserves the right to assess additional fees (i.e. for damages made to the facility) as it deems prudent or necessary.

Rules and Regulations

- Failure to make a required security deposit shall void all requests for the use of meeting rooms
- Smoking and/or the use of tobacco products, including spit and chew, is prohibited within the Library. Also the use of illegal substances and use of illegal prescription drugs are prohibited.
- Use of the Library for the storage, distribution, or use of controlled substances and/or any activity in which alcoholic beverages will be stored, distributed, served, or consumed is prohibited
- Profane, obscene, or indecent language is prohibited in the Library at all times
- Library property shall not be removed from the Library
- No food, drinks, or refreshments of any kind will be allowed within meeting rooms
- Meeting room users must follow all applicable City of Allentown codes. No lit candles or open flames are allowed
- No person or group may occupy or block the steps, entrance area, or exit area of the Library
- The Library parking lot is for library patron use only and not available for those attending meetings
- All evening and Saturday afternoon meetings must be scheduled at least one (1) hour prior to the closing of the Library
- All meetings must be adjourned 15 minutes prior to the regularly scheduled closing of the Library
- The Library or its meeting spaces may not be used for partisan political purposes by anyone
- Sale of anything other than items which promote the mission or goals of the Library is prohibited in all meeting rooms and basement lobby area

- Admission may not be charged for any events in the meeting rooms except for fundraising events sponsored by the Library or the Friends of the Allentown Public Library organization
- Groups or activities eligible for meeting room use may, by advance arrangement and for specific times only, set up a table in the basement lobby area for a one-time additional fee of \$10. Lobby space is subject to availability
- The Library reserves the right to require that any public advertisement of a meeting include the following statement: “The views of this program are not necessarily endorsed by the Allentown Public Library”
- The name “Allentown Public Library” may be used in non-library based publicity ONLY as a location address
- The Library Board of Trustees, the Library Director, and the Allentown City School District are not responsible for accidents, injury, or loss of individual property incurred by groups or individuals while using the meeting rooms or basement lobby
- Any individual, group, or organization which abuses its privileges shall have its privileges revoked

Additional Information

The Library does not make audio or visual equipment or computers available for use in the meeting rooms. A screen is available for use with advanced notice. Both meeting rooms do have free wireless Internet access (Wi-Fi) available. Groups or organizations may utilize the Wi-Fi by obtaining a user name and password from the Reference Desk on the day of the reservation.

The Allentown Public Library

Meeting Room Insurance Requirements

Certificate of Insurance Requirements:

1. Any organized group other than the Allentown Public Library, the Allentown City School District, or Salisbury Township must provide a certificate of insurance
2. Allentown Public Library, 1210 Hamilton Street, Allentown, PA 18102 should be listed as Certificate Holder
3. Certificate Holder to be named as additional insured
4. Coverage Required:
 - A) Commercial General Liability
 1. \$1,000,000 combined general single-limit liability (\$1,000,000 bodily injury/\$1,000,000 property damage), \$2,000,000 Aggregate, \$1,000,000 Personal Injury
 2. Coverage must be written on a Standard ISO General Liability form (CG0001).
 - B) Workers' Compensation and Employer's Liability
 1. Must provide benefits as mandated by state worker's compensation statute.
 2. Minimum acceptable employers' liability limit is \$500,000 for bodily injury by accident and \$500,000 for bodily injury by disease.
5. All organized groups must also sign an Indemnifying Hold Harmless Agreement.
6. All non-organized groups must sign an Indemnifying Hold Harmless Agreement. There is not a requirement for a Certificate of Insurance for non-organized groups.

The Allentown Public Library

Meeting Room Rental Fees

The Allentown Public Library Board of Directors shall establish a schedule of rental fees for the use of the Library meeting rooms. Rental fees shall be periodically reviewed and revised as necessary. At minimum, the rates shall be reviewed every two (2) years.

The rental fees and security deposit rates listed below are minimum and subject to change. The Library Board of Director reserves the right to assess additional fees (i.e. for damages made to the facility) as it deems prudent or necessary

Conference Room (seats 15 to 18 people)

- \$25 non-refundable security deposit
- \$25 per hour usage fee

Community Room (seats up to 100 people)

- \$40 non-refundable security deposit
- \$40 per hour usage fee

Basement Lobby Space

- Groups or activities eligible for meeting room use may, by advance arrangement and for specific times only, set up a table in the basement lobby area for a one-time additional fee of \$10.