

**EASTON AREA PUBLIC LIBRARY**  
**515 Church Street**  
**Easton, PA 18042**

**RESERVATION FOR USE OF THE CATHERINE S. DRAKE ROOM**

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

The undersigned hereby makes application for use of library meeting room as follows:

Date or Dates desired \_\_\_\_\_

Hours desired \_\_\_\_\_ Number expected \_\_\_\_\_  
beginning closing

State specific purpose of use--be complete \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check equipment that will be needed (Additional charges may be made for the use of some equipment)

VCR \_\_\_\_\_ Screen \_\_\_\_\_ Kitchen \_\_\_\_\_ OTHER \_\_\_\_\_

Any fees involved must be paid directly to the Librarian's office.

Are any dues to be collected? \_\_\_\_\_

Name of speaker(s) if any \_\_\_\_\_

Subject of speaker \_\_\_\_\_

List name, address and phone number of at least one, but preferably two responsible officials of your organization who will be present at the time the facilities requested are being used, and who will accept responsibility for adherence to Library Rules and Regulations herein attached.

\_\_\_\_\_  
Name Address Phone

\_\_\_\_\_  
Name Address Phone

HOLD HARMLESS AGREEMENT

The undersigned (renter) does agree to keep and hold the EASTON AREA PUBLIC LIBRARY free and harmless from liability to (renter) or anyone occupying the premises pursuant to this rental agreement with regard to any claim for loss, damage, or injury of any kind or any nature to the person or property of (renter) or any other person occupying the premises pursuant to this agreement; and, further, shall reimburse to the EASTON AREA PUBLIC LIBRARY any costs, charges, or expenses relating to or happening as the result of any claim, suit, or charge as a result of this rental agreement, including, but not limited to, the proceeds of any judgment hereunder and cost of defense in defending against any such claim.

\_\_\_\_\_  
(Renter)

Date: \_\_\_\_\_

## **EASTON AREA PUBLIC LIBRARY USE OF MEETING ROOM**

### **I. Meeting Room Available to the Public.**

The meeting room generally available to the public is the Catherine Drake Room (auditorium with a capacity of 88 seats).

### **II. Hours of Use.**

The meeting room will be available to the public during normal hours of operation at the Main Library. Use of the meeting room will be permitted outside of library hours only for exceptional reasons and by special permission.

### **III. Permitted Uses.**

The meeting room is to be used primarily for activities sponsored by the Library or for which the Library has agreed to be a cooperating agency. Examples of such activities are children's programs, film programs, book talks and discussion groups.

The meeting room is also available to organized groups for public gatherings or exhibits of civic, cultural or educational character. It may not be used for the following:

- A. Private social affairs.
- B. Entertainment and dramatic productions for the purpose of making money for a commercial organization.
- C. Partisan political groups, commercial, business or religious groups except with the appropriate permission and provided that:
  - 1. There is no direct solicitation of funds.
  - 2. The meeting is not for direct financial gain.
  - 3. The organizations or groups involved are bonafide as described in their application, and are not considered to be engaged in unlawful acts by law enforcement agencies.

### **IV. Reservations.**

Reservations may be made during Library office hours with the Director's Secretary. They must be made at least twenty-four (24) hours in advance and not more than three (3) months prior to the meeting. Any exceptions must be cleared with the Director or, in the Director's absence, the Librarian in Charge.

Reservations are subject to the following conditions:

- A. Programs and meetings will be open to the public, unless special arrangements have been made for a closed meeting.

B. If the room is used by an organization some of whose members are under eighteen years of age, the individual making application must be over eighteen years of age, and an individual over eighteen must be present before anyone under that age is admitted.

C. An authorized representative of the applicant organization must fill in and sign the required form.

D. The representative and/or organization reserving the room will be responsible for any damage to library property by those in attendance at the meeting.

E. Any charges incurred on application must accompany the reservation form.

F. A sample copy of any literature to be distributed must accompany the reservation form.

G. Any publicity must make it clear that the Easton Area Public Library is not the sponsoring agency, unless in fact the Library has specifically agreed to cosponsoring the event. Such agreement must come from the Director's office.

H. In any mention of the Library, the Library's full name must be used. The Library's full name is: The Easton Area Public Library.

I. Smoking, gambling and conduct detrimental to the public interest are not permitted.

J. Furniture and equipment other than that provided by the Library may not be used without prior Library approval.

However, standard type movie, slide projector, and microcomputer and micro peripherals may be used without prior permission. Under no circumstances will the Library be responsible for equipment, supplies, valuables or any possessions of groups or individuals using the Library regardless of whether or not they are actively used.

K. Any automation equipment belonging to the Library must be operated by Library staff, or persons specifically cleared by the Library for that purpose.

L. Premises must be left in neat and orderly condition.

M. No organization will use the Library as an official address or headquarters.

N. The Library reserves the right to deny or rescind any and all applications if it is in the Library's best interest to do so.

O. A Hold Harmless Agreement will be signed by each organization and submitted prior to the meeting date.

P. The Catherine Drake Room is a satellite site for teleconferences as mandated by the state library. In the event of a conflict in scheduling, the teleconference would have precedence. Generally this would be known several weeks in advance.

Q. If the library closes due to inclement weather, the meeting room will not be available. It is the responsibility of the renter to be aware of this information via public service announcements or by calling the library directly.

R. At the discretion of the Director, an insurance policy which will provide primary coverage with limits of not less than \$100/300,000 Public Liability Bodily Injury coverage and \$25,000 property damage coverage may be required. The certificate of insurance shall be in the name of the organization AND the Easton Area Public Library.

S. On the day of use, you are to enter the number of people in attendance on the calendar located in the folder on the table by the entrance to the room.

## **V. Charges.**

### **A. For-profit organizations.**

1. A fee of \$50 will be charged for use of the room up to four hours.
2. A fee of \$125 will be charged for use of the room for the entire day.
3. Payment must accompany your reservation. There will be no refunds. The meeting room will not be reserved for your group until the fee is paid.

### **B. Non-profit organizations.**

1. A fee of \$25 will be charged for use of the room.
2. A copy of your IRS approval letter from the District Director indicating your exempt status must be submitted with the reservation.
3. Payment must accompany your reservation. There will be no refunds. The meeting room will not be reserved for your group until the fee is paid.

C. For any meeting which runs over closing time there will be a \$25 charge. In no event will the meeting last past closing without prior approval at the time of reservation.

D. For use of the library VCR and monitor there will be a \$5.00 set-up charge.