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## Karen Howard Community Room Policy

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### KEEP THIS PAGE FOR YOUR RECORDS

#### Purpose:

The Kutztown Community Library (KCL) informs, enriches, and empowers our community by providing access to information, technology, services, and programming. KCL's Community Room is for Library-sponsored activities that are held as a means of fulfilling its public service goals. When not in use by the Library, this room is available to community organizations, associations, businesses, and individuals for meetings or for programs of civic, cultural, social, and educational interest. The space is not intended for use for private parties.

- The Community Room will be reserved on a first-come, first-served basis.
- The Library reserves the right to accept, renew, limit, or reject requests for use of the room for any reason.
- The Library provides Community Room space as a public service but this does not in any way constitute an endorsement of the group's policies or beliefs.
- The Community Room may not be used for solicitation by outside organizations, for political campaign purposes, or as a mailing address or headquarters for any organization.
- The Library reserves the right to discontinue use of the facility by a group or organization that has created a disturbance, caused damage, or interfered with Library operations, or for any other reason.

#### Donation Schedule:

The schedule that applies to each organization or business will be determined by the Library Director and/or designated staff persons.

- **Non-Profit Organizations: no suggested donation** -This includes use of the room by non-profit organizations to conduct their meetings, events, and/or activities that may or may not be open to the public.
- **For-Profit Businesses Providing Educational Classes: \$20 donation per hour** - It is understood that the business may choose to charge a donation to the public for attendance at the classes.
- **Security Deposit-** All Community Room reservations are subject to a \$200 security deposit. The security deposit will be returned upon a satisfactory inspection of the room after its use.

#### Regulations for Use of Community Room:

- The Community Room seats 80 individuals in chairs, or 48 individuals around tables. Maximum occupancy is limited to 102 people for safety purposes.
- Library staff will provide chairs, tables, large-screen TV, CD/DVD player, and wireless Internet connection. It is the responsibility of the applicant and/or the group to provide any equipment not available.
- All equipment belonging to the group must be removed immediately at the conclusion of the program or event. No storage is available.
- The group using the Community Room is responsible for leaving it in a clean and orderly condition. The library will retain the security deposit if facilities must be cleaned. No custodial service is available.
- Meetings may not extend beyond the library's closing time. This includes clean-up time after the event. Reservations should include 30 minutes before and after the event time for setup and cleanup. If staff time is needed beyond closing time, the group will be billed for the additional staff time.
- Community Room attendees may not leave children unattended in the Library.
- Group leader must be familiar with Emergency Procedures as listed on page 2 of this policy.
- Nothing may be attached to the walls, ceiling, floor, or furniture.
- Smoking, controlled substances, and gambling are not permitted.
- Alcoholic beverages are prohibited.
- Lighted candles or flames, because of fire hazard, are not to be used within the Community Room with the exception of Sterno used by caterers.

- The Library reserves the right to cancel any function due to natural disaster, power failure, inclement weather, emergency, or other unforeseen circumstances. If the library closes, the use of the Community Room is automatically cancelled and the organizations' contact person will be notified and the donations reimbursed. It is the responsibility of the organization to notify attendees of the cancellation. The Library will not be held responsible for any cost(s) incurred as a result of such cancellations.
- If the organization cancels its event or meeting, it must notify the library no less than one (1) week in advance of the event. Failure to do so will result in forfeiture of the security deposit.
- The Library reserves the right to require that any public advertising of meeting(s) include the following statement: "The views of this program are not necessarily endorsed by the Kutztown Community Library." The Library's phone and/or fax numbers and e-mail address are not to be included in any publicity that advertises the meeting unless the program is co-sponsored by the Library.
- The Library is not responsible for registering participants for the scheduled event(s).
- Failure to comply with this policy may result in denial of future use of the Community Room, financial liability for damages, and/or removal from the Community Room.

### **Application Process:**

The following statements apply to all organizations or businesses that use the Community Room space.

- A Community Room Reservation Form must be completed and signed by an authorized representative of the group who shall attend the meeting and be responsible for the conduct of the meeting attendees and for any damages, and submitted no later than 14 days in advance of the meeting.
- The requesting organization hereby agrees to indemnify, defend and hold harmless the KCL, its board members, employees and volunteers from any and all liability, claims and damages (including personal injury) as a result of use of the library.
- The Community Room will not be considered officially scheduled until the Library Director receives reservation form, room donation, security deposit, and Certificate of Insurance (if applicable).
- The organization/business must furnish adequate insurance for bodily injury and property damage. Certificate of Insurance must indicate that the Kutztown Community Library is named as additional insured on the policy and include a hold harmless agreement from presenter. The certificate of insurance should display limits of at least \$500,000 each occurrence, \$1,000,000 aggregate, and list the Kutztown Community Library, its board members, employees, and volunteers as additional insured. The Certificate is available from your insurance company.
- Any exceptions to the Community Room Policy must be cleared with the Library Director.
- Make checks payable to the **Kutztown Community Library**.

### **Emergency Procedures:**

- **Fire Safety/Extinguisher Usage/Emergency Exits-** in the event of a fire or fire alarm, all patrons and program participants should be asked to leave immediately via the closest exit. Library staff will inform the group when it is safe to re-enter the library. A fire extinguisher is located on the wall near the closets in the Community Room with directions clearly printed on the front. Extinguishing a fire should only be attempted after the above procedures have been followed and only if your personal safety is not jeopardized.
- **Medical Emergencies-** In the case of a medical emergency, do not move the person. Library staff should be notified and 911 called. For minor injuries, there is a medical kit with basic first aid supplies available. Be sure to wear latex gloves when the injury involves body fluids. **The medical kit is kept in the Library staff room on top of the refrigerator.**
- **Security Measures-** There is staff in the library whenever it is open to the public. For safety reasons, after dark please exit the library with another person.
- **Power Outages/Water Leaks-** Please notify a staff person immediately in the case of a power outage or water leak.

**Amended: 3/11/2016**



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## Karen Howard Community Room Application

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### Organization Information:

Organization or Business Name: \_\_\_\_\_

Non-profit organization       For-Profit Businesses providing educational classes

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

E-mail: \_\_\_\_\_

### Program Information:

Description: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Time Requested (include 30 min. for setup/takedown): \_\_\_\_\_

**Statement of Responsibility:** I have read the Policy for Community Room Use for the Kutztown Community Library and agree to abide by these and all other terms and conditions as set forth and hereby acknowledge receipt of a copy of the Policy and Emergency Procedures. I understand that our group shall assume financial responsibility for any equipment, clean up, damages, overtime salaries or any other expenses incurred by the KCL. I understand that the Community Room may not be used for solicitation of the public. I understand that we will be responsible for our group and its guests while using the library's facilities. I agree to report any injuries or accidents occurring on the premises to the Library staff.

**Hold Harmless:** The requesting organization hereby agrees to indemnify, defend and hold harmless the KCL, its board members, employees and volunteers from any and all liability, claims and damages (including personal injury) as a result of use of the library.

By checking this box, I acknowledge that I have included a copy of the Certificate of Insurance (see page 2) and the Security Deposit check (see page 1).

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

Print Name: \_\_\_\_\_

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### STAFF USE ONLY

Date/Time Scheduled: \_\_\_\_\_

Donation Collected: Check amount \_\_\_\_\_ Cash Amount: \_\_\_\_\_ N/A reason \_\_\_\_\_

Certificate of Insurance:  Yes, attached       N/A reason \_\_\_\_\_

Date Confirmed/Staff Signature: \_\_\_\_\_

**Equipment-** Below is listed the equipment that the library is willing to provide with the number of available pieces indicated in parentheses. Please mark the number of pieces requested next to each applicable item of equipment. You will be notified if the library cannot provide everything that is needed so that you can make alternative arrangements. The Organization or Business using the room will be responsible for table and chair set up and take down.

\_\_\_\_\_ Tables (8)

\_\_\_\_\_ Adult chairs (70)

\_\_\_\_\_ Large-screen TV (1)

\_\_\_\_\_ DVD Player (1) – please note that no technical assistance is available for AV setup

\_\_\_\_\_ Wireless Internet Connection