
Karen Howard Community Room Policy

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Purpose:

Kutztown Community Library's (KCL) Community Room is intended for Library-sponsored activities. When not in use, this room is available to organizations and individuals for meetings/programs of civic 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.
- KCL reserves the right to accept or reject requests for room use for any reason.
- Use of the Community Room does not 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.
- KCL reserves the right to discontinue use of the facility by an organization that has created a disturbance, caused damage, interfered with Library operations, or for any other reason.

Donation Fees:

KCL staff determines the fees that applies to the organization.

- **Non-Profit Organizations:** Optional donation - use of the room by non-profit organizations to conduct meeting/programs that may or may not be open to the public.
- **For-Profit Organizations providing educational sessions:** \$20 donation per hour - The business may choose to charge the public for attendance.
- **Security Deposit-** All reservations are subject to a \$200 security deposit that will be returned upon a satisfactory inspection of the room after its use.

Regulations:

- **Occupancy:** There are 80 chairs and 8 tables. Maximum occupancy is 102 people.
- **Equipment:** KCL provides chairs, tables, large-screen TV, and wireless Internet connection
- **Storage:** All equipment belonging to the group must be removed at the conclusion of the meeting/program. No storage is available.
- **Room condition:** The group is responsible for leaving the room clean and orderly with the tables and chairs returned to the posted Set Up plan. Organizations will be billed if facilities must be cleaned. No custodial service is available.
- **Time limits:** Meeting/programs (including cleanup) may not extend beyond KCL's closing time. Reservations should include 30 minutes before and after the event time for setup and cleanup. the group will be billed if staff time is needed beyond closing time.
- **Prohibited:**
 - a. Attendees may not leave children unattended
 - b. Nothing may be attached to the walls, ceiling, or furniture.
 - c. No alcoholic beverages, smoking, vaping, controlled substances, or gambling.
 - d. Lighted candles or flames may not to be used within the Community Room with the exception of Sterno used by caterers.

- **KCL Cancellations:** KCL reserves the right to cancel any function due to inclement weather, power failure, or other unforeseen circumstances. If KCL closes, the use of the Community Room is automatically cancelled, the contact person will be notified and donations reimbursed. KCL will not be held responsible for any cost(s) incurred as a result of cancellations.
- **Organization Cancellations:** If the organization cancels its meeting/program, it must notify KCL no less than one (1) week in advance of the event.
- **Publicity:** KCL requires that meeting/program publicity include the following statement: “The views of this program are not necessarily endorsed by the Kutztown Community Library.” The Library’s phone, fax number and email address may not to be included in any publicity unless the meeting/program is co-sponsored by KCL.
- **Registrations:** KCL is not responsible for registering participants for the scheduled meeting/program.
- **Compliance:** 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:

- **Reservations:** 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 attendees and for any damages.
- **Liability:** The requesting organization hereby agrees to indemnify, defend and hold harmless 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.
- **Scheduling:** KCL must receive the reservation form, room fee, security deposit, and Certificate of Insurance (if applicable) before the room is scheduled.
- **Insurance:** The organization must furnish insurance for bodily injury and property damage. The Certificate of Insurance is available from your insurance company.
 - a. 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.
 - b. 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.
- **Exceptions** to the Community Room Policy must be cleared with the Library Director.

Emergency Procedures:

- **Fire Safety/Extinguisher Usage/Emergency Exits-** in the event of a fire or fire alarm, all participants should leave immediately via the closest exit and will be informed when it is safe to re-enter. A fire extinguisher is located on the wall. Extinguishing a fire should only be attempted if your personal safety is not jeopardized.
- **Medical Emergencies-** Call 911 and notify KCL staff. A basic First Aid Kit and Spill Kit are underneath the Community Room sink.
- **Power Outages/Water Leaks-** Notify KCL staff immediately.

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Amended: 4/11/2018



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610-683-5820
kutztownlibrary.org
kutztownpl@berks.lib.pa.us

Karen Howard Community Room Application

Organization Information:

Organization name: _____

Non-profit organization For-Profit organizations providing educational classes

Mailing Address: _____

City, State, Zip Code: _____

Contact Person: _____ Title: _____

Telephone: Day _____ Evening _____

Email: _____

Program Information:

Description: _____

Date Requested: _____ Estimated Attendance: _____

Time Requested (include 30 minutes for setup/takedown): _____

Statement of Responsibility: I have read the KCL's Policy for Community Room Use 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) and the Security Deposit check. Make checks payable to: Kutztown Community Library

Date: _____ Signature: _____

Print Name: _____

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: _____