

**ROSTRAVER PUBLIC LIBRARY**

**700 PLAZA DRIVE**

**BELLE VERNON, PA 15012**

**FACILITIES USAGE POLICY**

The meeting room of the Library may be used by established groups holding meetings of a civic, cultural, or educational nature. It may not be used for purely social, religious, political or commercial purposes or for a private event of the benefit of private individuals. Questions of interpretation of usage will be referred to the Board of Trustees of the Library for final decision.

Library use will take precedence over all other usage, and no usage may interfere with the declared mission of the Library. The Board of Trustees reserves the right to refuse usage of the facility and also reserves the right to establish and modify a fee schedule for use of the facility.

**PROCEDURES**

1. An organization wishing to use the meeting room must complete an "Application" and an "Indemnification and Hold Harmless Agreement". The completed forms must be submitted to the Library Director for review and approval. A responsible person for the organization must sign the forms and accept full responsibility for any damage, and agree to leave the facility in a neat and orderly condition.
2. The Library Director will maintain the schedule of usage and notify an applicant of the approval/denial of the application. The Library Director will also collect the fees and keep the applications on file.
3. Furniture and equipment in the meeting room is available for use. The user is permitted to bring in food and beverages, but must supply its own serving items. There are no cooking or refrigeration facilities. No posters or signs may be attached to the room walls. Decorations to be hung in the room must have prior approval of the Library Director and be removed at the end of the meeting. The user must provide its own trash bags and remove full bags for the room at the end of the meeting.
4. The meeting room may be scheduled for use during regular Library hours. Use at any other time is at the sole discretion and approval of the Board. Under no circumstances may the facility be used after 10:00 PM.
5. The fee for use of the facility is non-profit, no charge; profit, \$50 per use, and the maximum number permitted to occupy the meeting room appears on the application for use.

2/26/07

Revised 01/2017

ROSTRAVER PUBLIC LIBRARY

700 PLAZA DRIVE

BELLE VERNON, PA 15012

APPLICATION FOR USE OF MEETING ROOM

1. Payment for each use of room - see previous page. (Please submit cash or check with application).

2. Application material should be submitted to the Library Director for review and approval.

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PURPOSE OF MEETING \_\_\_\_\_

Approximate number in audience \_\_\_\_\_ (Limit 50)

Date of meeting \_\_\_\_\_ Time requested: from \_\_\_\_\_ to \_\_\_\_\_

I have read the guidelines for the use of the room and agree to assume all responsibility for any damages and promise to leave the room in a neat and orderly condition.

SIGNATURE OF APPLICANT \_\_\_\_\_

APPLICANT'S NAME (printed) \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

Date of Request \_\_\_\_\_ Approved by \_\_\_\_\_ Fee Pd. \_\_\_\_\_

ROSTRAVER PUBLIC LIBRARY

700 PLAZA DRIVE

BELLE VERNON, PA 15012

*INDEMNIFICATION & HOLD HARMLESS AGREEMENT*

I, \_\_\_\_\_ (NAME), a duly authorized representative of \_\_\_\_\_ (ORGANIZATION), for and in consideration of the opportunity for \_\_\_\_\_ (ORGANIZATION) to use the meeting room and/or the premises at the Rostraver Public Library (hereinafter "Library") do hereby agree that \_\_\_\_\_ (ORGANIZATION) will defend, indemnify, and hold harmless Library, its employees, agents, officers, representatives, and insurers from and against any claims, damages, lawsuits, or other losses to \_\_\_\_\_ (ORGANIZATION'S) use of the meeting room and/or premises, regardless of whether partially or solely caused by the negligence of the Library.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

2/22/07

Revised 01/2017