



“The Place For Everyone”

220 West Tioga Street Tunkhannock, Pennsylvania 18657 • (570) 836-1677 • www.tunkhannocklibrary.org

Community Room Reservation Form

Please familiarize yourself with the TPL Community Room Policy to make sure your meeting qualifies to be held at the library.

Organization Information:

Contact Person: _____

Mailing Address: _____

City/State/ZIP _____

Contact Info: Day: _____ Evening: _____ Email: _____

Program Information:

Program Title & Description: _____

Date(s) Requested: _____

Time Frame Requested: _____

Room Capacity: 100 Estimated Attendance: _____

Statement of Responsibility:

I have read the TPL Community Room Policy and agree to abide by its rules. I understand our group, and its guests, is responsible for any rental fees, equipment, clean up and damages. I understand that the Community Room may not be used for sales, solicitation or other commercial purposes. I agree to report any injury or accidents occurring on the premises. I agree to read and abide by the TPL Community Room Policy.

The requesting organization holds harmless the Tunkhannock Public Library, its Trustees, employees and volunteers from any and all liability, claims and damages (including personal injury) as a result of the use of the library.

Signature, as the representative of the group

Date

STAFF USE ONLY

Date/Time: Scheduled _____ Confirmed _____

Fee Collected Cash \$ _____ Check # _____ \$ _____

Name on Check _____

Staff Member Initials

Date