



“The Place For Everyone”

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

Community Room Reservation Form

Welcome to the Tunkhannock Public Library Community Room. The Community Room is intended for library use. The Community Room is also available for use by Wyoming County residents, community groups, and businesses. The Community Room is open to individuals and groups engaged in educational, cultural, intellectual, or charitable activities. The Library does not endorse the viewpoints of meetings or meeting room users.

The Community Room may not be used for the purpose of soliciting new business. Businesses may use the Community Room for economic development, such as a hiring fair.

The Community Room is not available for private social gatherings. The primary determining factor is whether or not the social gathering would impede Library operations. Individuals, groups, or businesses may not charge an admission fee for any event held in the Library Community Room.

Fees

- **For-profit organizations: \$25 hour**
- **Nonprofit organizations: \$25 or more per use**
- **Payment of the rental fee is due at the time the reservation form is confirmed.**

Guidelines

The Library is the place for everyone and it is our goal to ensure that you have a positive experience when using the Community Room. To help us maintain a pleasant and safe atmosphere for your fellow community members, please respect the following guidelines:

- Maximum capacity: 100 persons
- You must be 21 or older to reserve the Community Room.
- Adult supervision of minors is required at all times.
- Technology equipment should only be operated by those who are familiar with its intended use.
- Alcoholic beverages are prohibited except for library sponsored functions with the approval of the Board of Trustees.
- Smoking, use of controlled substances and gambling are prohibited.
- Lighted candles or flames are prohibited.
- Please leave the floor, tables and chairs in their original condition.
- If your trash contains food, please make sure that it is tightly sealed.
- Please turn off all lights upon leaving.
- If keys for the Community Room are needed arrangements must be made during business hours .
- If the Library is closed, please lock the doors to the Community Room and the Library after the last person has left the meeting. Make sure any outside doors are securely shut.
- Return the key in the outside book drop after locking the doors.
- Failure to abide by these guidelines may prevent future use of the Community Room.

The Library reserves the right to cancel meetings or events if they conflict with Library programming. The Library will give the meeting organizer a minimum of 7 days oral or written notice before cancelling.

In the event of inclement weather, please visit www.facebook.com/pages/Tunkhannock-Public-Library to learn if the Library is open. You may also call 570-836-1677.

Please wait for confirmation on your completed Community Room reservation form before scheduling a meeting or event.

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Community Room Checklist

After your meeting ends, please do the following:

- Please leave the floor, tables and chairs in their original condition.**
- Please make sure that all food trash is tightly sealed;**
- Please return tables and chairs to their original Community Room layout;**
- Return all keys in the outside book drop unless the Library is open;**
- Please turn off all lights upon leaving.**

If the library is closed for business after your meeting ends, please do the following:

- Check each restroom to make sure that all meeting attendees have left the building. If you note any problems with the bathroom, please leave a note in the Community Room.**
- Please make sure any outside doors to the Library are securely latched & locked;**
- Return all keys in the outside book drop after locking the doors.**

In the event of an emergency, call 911.

The Tunkhannock Library is pleased to share its facilities with members of the community. Thank you for your support.