



Fassett Community Room and Fitze Study Rooms Use Policy

Tunkhannock Public Library meeting rooms are available for community organizations or individuals engaged in educational, cultural, charitable, civic, religious, or political activities. A fee is imposed for use by businesses and governmental entities. Private parties, an event being run as a fundraiser, or direct sales are not permitted.

The Tunkhannock Public Library’s program and event schedule takes priority over all other Room reservations by the community.

The use of the Rooms does not constitute endorsement of viewpoints expressed by the program or participants in the program. No advertising or announcement implying such endorsement will be permitted. All advertisements, mailings and posting must include the disclaimer, “This event is not endorsed by or sponsored by the Tunkhannock Public Library.”

The Library reserves the right to cancel an event at any time if the event causes or has the potential to cause disruption to library patrons, interference with library functions, or endangerment of staff or patrons. In addition, the Library reserves the right to cancel or prematurely end a program if the responsible parties are found to be in violation of the library’s policies and its Code of Conduct, or if fire and safety regulations are being violated.

- Meetings and events must comply with all Federal, State and local laws.
- No admission fee for meetings or programs is permitted. Activities must not be closed to any person due to age, sex, race, religion, marital status, political affiliation, national origin, disability, sexual orientation, gender identity, or any legally protected category.
- The Responsible Party is responsible for the actions of each attendee. The rooms should be left in the same condition and arrangement as they were found. Any damage resulting from Room usage will result in the Responsible Party being billed for repairs and/or banned from future usages.
- The Responsible Party must be 18 year or older. Meetings of individuals under 18 years of age must have an adult sponsor present, who must remain present throughout the length of the program
- The Responsible Party and attendees agree to hold the Library harmless from any liability for any damages, claims or incidents that may arise.
- Maximum capacity for the Fassett Community Room is 100; the large Fitze Study Room is 6; and the small Fitze Study Room is 3.
- Light refreshments and catering may be permitted following library-imposed guidelines. Alcoholic beverages are prohibited except for library sponsored functions with the approval of the Board of Trustees.
- Technology equipment should be operated by those who are familiar with its intended use.
- The Library is a smoke-free environment. Smoking/vaping and use of controlled substances are prohibited.

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- Lighted candles or anything with a flame is prohibited.
- Use of the Library’s address or email as an official address of an organization is prohibited.
- The Library assumes no responsibility for private property brought onto the premises.

Fee Schedule

The Library Trustees have implemented a fee schedule to help with the maintenance of the Rooms. Payment of the fee must be made no later than a day prior to the event.

Fassett Community Room and Fitze Large Study Room fees:

- Non-profit organizations/groups: \$25/event
- For-profit organizations/groups: \$25/hour

Fitze Small Study Room fee: no charge since the room is designated for educational purposes (ie: tutoring, testing, proctoring, studying, etc.)

Reservations

The Rooms are available on a first-come, first-served basis except when Library activities are scheduled to occur therein. The appropriate Room will be assigned by the library staff.

The Fassett Community Room application must be made in advance by submitting an application, which is found on the Library’s website, www.tunkhannocklibrary.org, or at the Library’s check-out desk. The accordion dividing wall may be locked into place in order for two groups to use the room at the same time. If the entire room is needed, the group must note their requirement on the application.

The Fitze Study Rooms may be reserved by submitting an application, or by requesting a time slot at the check-out desk. The Fitze Study Rooms may be reserved for an hour during busy times with a three-hour maximum at other times.

Once a completed Fassett Community Room or Fitze Study Room reservation is made, it will need to be confirmed by library staff before the event can be scheduled by the Responsible Party.

Fassett Community Room use after hours

Key

If the Library will be closed at the time of the event, the Responsible Party must pick up and sign out the key during business hours, and immediately after the event, lock the doors and return the key by placing it in the drive-up book drop. Should the Responsible Party not lock the main entrance door to the Library or return the key within 24 hours of the conclusion of the event, the group shall not be permitted to use the Fassett Community Room again; the Library shall fine the Responsible Party \$25.00; the Responsible Party shall be personally responsible for any damage done to the building and/or its contents; or the Responsible Party shall be personally responsible for reimbursing the library the cost of changing the door locks.

The Fitze Study Rooms are not available when the library is closed.



Cancellations and closings

In the event of an emergency or inclement weather closing, use of the meeting room(s) is automatically cancelled and any fees will be reimbursed. Staff will contact the group scheduled to use the meeting space as soon as the decision to close is made.

The Library must be given forty-eight hours notice if an organization cancels its event or meeting.

Release and Indemnification

I, as the Responsible Party, and, being an agent and/or representative of the group and each of the members of the group, on behalf of the group and each of the members of the group, hereby:

- release the Library, its directors, officers, employees and representatives from any and all claims, losses and liability for any personal injury or property damage or loss related to or arising out of use of the Community Room, including, but without limitation, personal injury or property damage or loss resulting from negligence;
- agree to indemnify and hold harmless the Library, its directors, officers, employees and representatives from any claims whatsoever related to or arising out of use of the Community Room which may be brought; and
- agree to pay all costs and expenses of defending against the same including attorneys' fees.

Responsibility for damage to Library property

I hereby accept and assume all responsibility and liability, personally, for any damage or loss caused to Library property by any member of the group. I understand that I will be notified and required to pay for any cleaning that is necessary because of spills, or damage to the tables, chairs, walls, or equipment.

Name: _____ Date: _____



Fassett Community Room Maintenance Checklist

Thank you for using the Tunkhannock Public Library for your event. To help us keep our building clean and useable, we ask that you do the following after your event:

- Wipe the tables.
- Clean any items used in the kitchenette.
- Place all trash in the cans provided.
- Basic cleaning supplies are found in the kitchenette. Please let the staff know if they are running low.
- Return tables and chairs to the formation shown on the diagram taped inside the closet door.
- Turn off the lights.
- If the library is not open for business, check each restroom to make sure that everything is clean and in order and that you do not leave anyone behind in the building. (If there is a problem in the restroom, please leave a note.)
- If the library is not open for business when you leave, close and lock the Fassett Community Room door; and close the main entrance door which will already be locked.
- If the library is not open for business when you leave and you have a key, return it by placing it in the drive-up book drop.

Your consideration is appreciated.

IN THE EVENT OF AN EMERGENCY, CALL 911