

Lancaster Public Library Room Rental Fees (all areas are equipped with Wi-Fi)

Area	Fee	Maximum Capacity	Notes
<p align="center">Please submit an Application for Rental at least 10 business days prior to your rental date/s. You will be notified if your rental was approved or denied and if approved you will receive a copy of the application with fees included.</p>			
A - Study Room	\$25/hour (no discount for Non-profits)	2 people standing or seated. Rooms equipped with one table and two chairs.	With reservation. Without reservation these rooms are free of charge on a first come first served basis. White Board in each room and markers & erasers available. Carpeted. 6 Study Rooms on-site – 4 on the first floor and 2 in the Teen Library.
B - Flex Office	\$75 (\$67.50 Non-profit) for up to 2 hours. \$35/hour (\$31.50 Non-profit) for each additional hour	Standing Only 12 Chairs Only 12 Seated w/Tables&Chairs 4	2 nd Floor Room equipped with 1 table and 4 chairs. Carpeted.
C - Media Room	\$90 (\$81 Non-profit) for up to 2 hours. \$40/hour (\$36 Non-profit) for each additional hour.	Standing Only 49 Chairs Only 49 Seated w/Tables&Chairs 27	2 nd Floor Room Equipped with 4 tables and 18 chairs. Carpeted. Green Screen, Whiteboard available. AV System and TV available for additional charge.
D - Terrace	\$100 (\$90 Non-profit) for up to 2 hours. \$45/hour (\$40 Non-profit) for each additional hour.	Standing Only 49 Chairs Only 49 Seated w/Tables&Chairs 49	Open/outdoor area with power. Several high top and table height seating spaces with additional seating groups. Access to electricity.
E - Main Lobby or Reading Room	\$100 (\$90 Non-profit) for up to 2 hours. \$45/hour (\$40 Non-profit) for each additional hour.	Standing Only 480 Chairs Only 343 Seated w/Tables&Chairs 160	Bright, open space that can be configured in various ways. Limited access to electricity. Hard surface flooring (lobby) Carpeted (Reading Room) These spaces are available only when the library is closed.
F - Program A	\$125 (\$112.50 Non-profit) for up to 2 hours. \$55/hour (\$50 Non-profit) for each additional hour.	Standing Only 146 Chairs Only 104 Seated w/Tables&Chairs 49	Equipped with sink. Whiteboard. AV System and TV available for additional charge. Hard surface flooring.
G - Program B	\$125 (\$112.50 Non-profit) for up to 2 hours. \$55/hour (\$50 Non-profit) for each additional hour.	Standing Only 49 Chairs Only 49 Seated w/Tables&Chairs 49	Whiteboard. AV System and TV available for additional charge. Hard surface flooring.
*H - Program A&B Combined	\$250 (\$225 Non-profit) for up to 2 hours. \$110/hour (\$100 Non-profit) for each additional hour.	Standing Only 250 Chairs Only 175 Seated w/Tables&Chairs 75	Equipped with sink. Hard surface flooring. Whiteboards. AV System and TV available for additional charge.
I - Community Room	\$125 (\$112.50 Non-profit) for up to 2 hours. \$55/hour (\$50 Non-profit) for each additional hour.	Standing Only 189 Chairs Only 135 Seated w/Tables&Chairs 74	Equipped with kitchenette including small sink, mini-fridge, microwave, podium & whiteboard. AV System and TV available for additional charge. Hard surface flooring.
J - Board Room	\$125 (\$112.50 Non-profit) for up to 2 hours. \$55/hour (\$50 Non-profit) for each additional hour.	Standing Only 49 Chairs Only 49 Seated w/Tables&Chairs 25 (24 additional chairs may be setup around the circumference of the room)	Equipped with Board-style tables surrounded by comfortable seats. Configuration will not be changed unless rented WITH Community Room. Whiteboard. AV System and TV available for additional charge.
*K - Community & Board Rooms Combined	\$250 (\$225 Non-profit) for up to 2 hours. \$110/hour (\$100 Non-profit) for each additional hour.	Standing Only 360 Chairs Only 275 Seated w/Tables&Chairs 200	Equipped with kitchenette including small sink, mini-fridge, and microwave. Whiteboard. Podium. AV System and TV available for additional charge. Hard surface flooring.
L – The Heritage Room Mountville	\$50 (\$45 Non-profit) per hour	Seated 20	Located at our Mountville branch. The room is carpeted.
<p align="center">There will be an additional \$250 fee added to any rental that occurs when the library is not open to the public.</p>			
<p>LPL lends a limited number of tables and chairs at no cost. If the renter requires more than what LPL may offer, the renter may elect to arrange and pay for third-party services. We encourage groups to complete their own set-up and clean-up; however, if the renter requests assistance and we can accommodate the request, the renter will be charged a fee of \$50 for such service.</p>			
<p>Rentals that occur when the library is closed will be assessed at \$65/hour/guard for a security fee. LPL will determine the number of guards required during the rental.</p>			
<p>Green Screen, AV system and TV available in certain areas are available for a fee of \$30 each. Whiteboards free of charge.</p>			
<p>All rental fees must be paid by cash or check payable to Lancaster Public Library and received by LPL a minimum of 3 business days prior to the rental date. If the renter cancels more than three business days prior to the commencement of the rental and previously submitted payment, a full refund will be issued. If the renter cancels within three business days of the rental, 50% of fees paid will be refunded. If LPL must cancel an approved rental, the renter will be given as much advance notice as possible and a full refund of fees.</p>			

Lancaster Public Library (LPL) Facility Rental Rules and Regulations

Renter (responsible party must be 18 years or older) agrees to use the facility appropriately and shall assume full responsibility for attendees. Renter agrees to not interfere with LPL operations. Damage to library property and any costs to repair or restore the facility to its original state will be the responsibility of the Renter. In certain instances, LPL may require submission of a **Certificate of Liability Insurance** and/or a **Certificate of Additional Insured**. Violation of any of these Rules and Regulations may result in LPL revoking the agreement and terminating or canceling the rental at which time Renter shall forfeit charges and fees paid.

- 1.) Parties interested in renting LPL space must apply in advance (minimum of 10 business days) by completing an **Application for Rental** for review by the Executive Director. Upon review, LPL will inform the applicant whether the application has been approved or denied.
- 2.) Use of our facility is limited to groups that are non-discriminatory, non-partisan, non-political, non-religious cultural, civic, social, educational purposes and ones that do not conflict with our mission (<https://lancasterpubliclibrary.org/mission-statement>). Lancaster Public Library adheres to the Library Bill of Rights and renters are expected to as well (<https://www.ala.org/advocacy/intfreedom/librarybill>). Priority is given to Renters whose purpose and/or mission supports the mission of the library. LPL does not endorse the objectives of any organization using the facility nor shall it sponsor, promote, advertise, or assume any responsibility or liability for Renter events.
- 3.) Non-profit organizations wishing to take advantage of our discounted rates will be required to provide proof of status by submitting a copy of their IRS Determination Letter or most recent 990.
- 4.) Charging admission, selling tickets or merchandise, or solicitation of money by Renter or any attendees in any manner is prohibited without the express written permission of the Executive Director prior to the event.
- 5.) Indecent or illegal conduct, gambling, smoking (including vaping and E-cigarettes) and use or distribution of drugs are not permitted on Library premises.
- 6.) Food and alcohol are not permitted on Library premises unless permission is explicitly requested at and approved at the time of application. If LPL determines that the group may serve refreshments and/or alcohol on Library premises, renter is responsible for providing said refreshments and/or alcohol and must provide LPL with **proof of having hired a RAMP certified bartender** for the duration of the event.
- 7.) The renter must set up and clean up the space and be present throughout the event. Renters using the facility do so at their own risk and are responsible for their actions and the actions of their guests. Minors may not be left unattended or unsupervised by adults at any time. LPL is not responsible for lost or stolen personal or professional articles or possessions of the Renter or attendees.
- 8.) Renter must utilize proper trash receptacles throughout the event and must clean up at the conclusion of the rental. Renter may be asked to place trash in designated exterior trash bins.
- 9.) Walls/ceilings may not be used for mounting or hanging decorations, pictures, displays, or posters, etc. Open flame candles are not permitted, and use of helium balloons is permitted only in certain areas of the library and must be approved ahead of time by the Executive Director. All decorations, signage, materials, refreshments, etc. must be removed immediately at the conclusion of the rental.

10.) Pets or animals of any kind (except for service animals) are NOT allowed in the facility without the express written permission of LPL prior to the event.

11.) Access to areas of the facility not included in the rental agreement (public service desks, staff offices, storage areas, mechanical areas, or other unauthorized areas) is strictly prohibited.

12.) The renter must comply with all copyright laws and have a license and/or legal release to show copyrighted films, photographs, or other materials.

13.) Events (including set-up and clean-up) must take place during normal Library operating hours unless the renter receives the express written permission of LPL prior to the event. In the event of a rental that occurs while the library is closed, Renter will incur the fees for LPL security services.

14.) All publicity related to the use of the facility must be cleared by the Executive Director as part of the rental agreement. Please use the correct name of the Lancaster Public Library in all publicity. The Renter must make it clear that LPL is not the sponsor of the event.

15.) No renter may use Lancaster Public Library as its address.

16.) If there is any question or dispute about the facility use, the decision of LPL will be final. Any exception to the Library Facilities Rental Rules and Regulations requires the express written permission of the Executive Director prior to the event.

17.) Lancaster expressly reserves the right to amend these rules and regulations.

18.) Indemnification of Library - The renter shall indemnify and hold harmless Lancaster Public Library, its agents, and employees, from and against all liability, claims, damages, losses and expenses, including attorney fees incurred with the connection therewith, arising out of or resulting from the renter's use or occupancy of the property or performance of its obligations hereunder. To the extent that any claim is asserted against Lancaster Public Library by a third person for any injury or claim arising during the term of this Facility Rental Agreement, renter shall defend Lancaster Public Library at renter's expense.

Renter: _____ Individual/Organization/Group

Responsible Party: _____ (Print Name)

Signature: _____ (Signature of Resp. Party)

Email: _____ Responsible Party

Date: _____

Authorized Lancaster Public Library Representative

Print Name: _____

Signature: _____ Date: _____

Lancaster Public Library Application for Rentals (Renter must complete)

Application Date: _____

Area/s requested – please refer to Maximum Capacities and select accordingly (include the letter representing the area/s you are requesting to rent): _____

Name of Group/Organization/Individual: _____

Name of Responsible Party (this person is required to be on site for the duration of the rental: _____

Telephone: _____ Email Address: _____

Mailing Address: _____

Requested Rental Date/s: _____

Start and End Times (must include set-up and clean-up): _____

Number of Attendees Adult (18 and older): _____ Minors: _____

Number of Facilitators: _____

Briefly describe the nature of the intended use of the space:

Are you requesting to serve: Food Yes/No What food? _____

Non-Alcoholic Beverages Yes/No

Alcoholic Beverages Yes/No What alcoholic beverages? _____

Do you plan to decorate? Yes/No If yes, how? _____

of Tables requested: _____ # of Chairs requested: _____

Do you request to use a whiteboard: Yes/No

Do you request the use of our AV equipment (in rooms designated with that as an option): Yes/No

Do you request the use of our TV equipment (in rooms designated with that as an option): Yes/No

Do you request the use of our Green Screen (in room designated with that as an option): Yes/No

Do you request the use of our Mini-Fridge (in room designated with that as an option): Yes/No

Do you request the use of our Microwave (in room designated with that as an option): Yes/No

Do you request assistance with setup/cleanup Yes/No

Do you agree to abide by the [Lancaster Public Library Facility Rental Rules and Regulations](#): Yes/No

Responsible Party Signature: _____

Area	Fee	Charged
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B - Flex Office	\$75 (\$67.50 Non-profit) for up to 2 hours. \$35/hour (\$31.50 Non-profit) for each additional hour	
C - Media Room	\$90 (\$81 Non-profit) for up to 2 hours. \$40/hour (\$36 Non-profit) for each additional hour.	
D - Terrace	\$100 (\$90 Non-profit) for up to 2 hours. \$45/hour (\$40 Non-profit) for each additional hour.	
E - Main Lobby or Reading Room	\$100 (\$90 Non-profit) for up to 2 hours. \$45/hour (\$40 Non-profit) for each additional hour.	
F - Program A	\$125 (\$112.50 Non-profit) for up to 2 hours. \$55/hour (\$50 Non-profit) for each additional hour.	
G - Program B	\$125 (\$112.50 Non-profit) for up to 2 hours. \$55/hour (\$50 Non-profit) for each additional hour.	
*H - Program A&B Combined	\$250 (\$225 Non-profit) for up to 2 hours. \$110/hour (\$100 Non-profit) for each additional hour.	
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*K - Community & Board Rooms Combined	\$250 (\$225 Non-profit) for up to 2 hours. \$110/hour (\$100 Non-profit) for each additional hour.	
L – The Heritage Room (Mountville)	\$50 (\$45 non-profit) per hour.	
Off-Hours Fee	\$250	
Security Services	\$65/hour/guard	
AV Equipment	\$30/rental	
TV Equipment	\$30/rental	
Assistance Setup/Cleanup	\$50/rental	
TOTAL RENTAL FEE		

Rental Agreement Approval Date: _____

Authorized by (LPL): _____

Agreement Accepted by (Renter): _____ Date: _____

Library Internal Use ONLY	
Reviewed By (Print Name/Date)	
Approved / Denied (Circle One)	
Applicant Notified (Print Name/Date)	
Calendar Booked By: (Print Name/Date)	
Is Security Required?	Is Security Booked?
Was setup/cleanup assistance requested and can we accommodate the request?	
Setup AV Equipment	
Setup TV Equipment	
Setup Tables	
Setup Chairs	
Setup Podium	
# of Trash Receptacles	
Markers for Whiteboard	
Access/Door Schedule Changes Needed?	
PAYMENT RECEIVED (Amount/Date Received)	Received by (Name)
Notes/Comments:	