

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

<b>Area</b>	<b>Fee</b>	<b>Maximum Capacity</b>	<b>Notes</b>
<p>Please submit the <b>Application for Rental</b> at least 10 business days prior to your requested 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 for up to 4 hours (no discount for non-profit)	2 people standing or sitting. 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	\$50 (\$25 non-profit) for up to 2 hours. \$20/hour (\$10 non-profit) for each additional hour	Seated w/Tables & Chairs 8	2 <sup>nd</sup> Floor Room equipped with 1 table and 4 chairs. Carpeted.
C - Terrace	\$100 (\$50 non-profit) for up to 2 hours. \$45/hour (\$22.50 non-profit) for each additional hour.	Seated w/Tables & Chairs 30	Open/outdoor area with power. Several high top and table height seating spaces with additional seating groups. Access to electricity.
D - Main Lobby or Reading Room	\$100 (\$50 non-profit) for up to 2 hours. \$45/hour (\$22.50 non-profit) for each additional hour.	Standing Only 200 Chairs Only 125	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.
E - Program B	\$90 (\$45 non-profit) for up to 2 hours. \$40/hour (\$20 non-profit) for each additional hour.	Standing Only 49 Chairs Only 49 Seated w/Tables & Chairs 30	Whiteboard. AV System and TV available for additional charge. Hard surface flooring.
F - Program A&B Combined	\$125 (\$62.50 non-profit) for up to 2 hours. \$55/hour (\$27.50 non-profit) for each additional hour.	Standing Only 125 Chairs Only 75 Seated w/Tables & Chairs 60	Equipped with sink. Hard surface flooring. Whiteboards. AV System and TV available for additional charge.
G - Community Room	\$125 (\$62.50 non-profit) for up to 2 hours. \$55/hour (\$27.50 non-profit) for each additional hour.	Standing Only 125 Chairs Only 70 Seated w/Tables & Chairs 64	Equipped with kitchenette including small sink, mini-fridge, microwave, podium & whiteboard. AV System and TV available for additional charge. Hard surface flooring.
H - Board Room	\$125 (\$62.50 non-profit) for up to 2 hours. \$55/hour (\$27.50 non-profit) for each additional hour.	Standing Only 49 Chairs Only 49 Seated w/Tables & Chairs 48	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.
I - Community & Board Rooms Combined	\$250 (\$125 non-profit) for up to 2 hours. \$110/hour (\$55 non-profit) for each additional hour.	Standing Only 250 Chairs Only 110 Seated w/Tables & Chairs 84	Equipped with kitchenette including small sink, mini-fridge, and microwave. Whiteboard. Podium. AV System and TV available for additional charge. Hard surface flooring.
J - The Heritage Room Mountville	\$50 (\$25 non-profit) per hour	Seated 20	Located at our Mountville Branch. The room is carpeted.
<p><b>There will be an additional \$250 fee added to any rental that occurs when the library is not open to the public.</b></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.			
Rentals that occur when the library is closed will be assessed at <b>\$65/hour/guard</b> for a security fee. LPL will determine the number of guards required during the rental.			
AV system and TV screen available in certain areas for a fee of <b>\$30</b> .			
<p><b>All rental fees must be paid by cash or check payable to Lancaster Public Library and received by LPL a minimum of three (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.</b></p>			

## Lancaster Public Library (LPL) Facility Rental Rules and Regulations

Lancaster Public Library is a center for community engagement. As a benefit to our communities, the Library offers rental of its Meeting Rooms to citizens, groups, and businesses. Although Library-sponsored activities take priority, individuals and groups will be accommodated based on availability. The Library seeks to provide safe and welcoming meeting rooms for Library programs and other eligible uses.

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 Lancaster Public Library 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, the Library 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 the Library revoking the agreement and terminating or canceling the rental at which time Renter shall forfeit charges and fees paid.

1.) Parties interested in renting space must apply in advance (minimum of 10 business days) by completing an **Application for Rental**. Upon review, the Library will inform the applicant whether the application has been approved or denied.

2.) Priority is given to Renters whose purpose and/or mission enhances the mission of the Library ([lancasterpubliclibrary.org/mission-statement/](http://lancasterpubliclibrary.org/mission-statement/)). The policies governing the use of the meeting rooms are in accordance with Article 6 of the Library Bill of Rights ([www.ala.org/advocacy/intfreedom/librarybill](http://www.ala.org/advocacy/intfreedom/librarybill)).

“Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Use of Library rooms for any activities that are disruptive to the Library’s operations will be denied or terminated. The Library reserves the right to deny the application or discontinue the use of the facility by a group or organization that is causing a disturbance, damage, interfering with Library operations, or for any other reason as determined by Library Management Team, with the Renter forfeiting any charges and fees paid. Groups that disturb Library operations may be denied future use of meeting rooms.

3.) Authorization to use the Library’s facilities does not reflect endorsement by the Library of any particular program, position, or purpose of any person or organization. No implications can be made through written material or media relations that the Library is sponsoring the event. Advertisements for meetings or programs must include the following disclaimer: “The Lancaster Public Library is not sponsoring or endorsing this program, or any goods or services offered.” Please use the correct name of the Lancaster Public Library in all publicity.

4.) 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.

5.) Conducting raffles, 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 Library Management Team prior to the event.

6.) All meeting room attendees must observe the Patron Conduct Policy ([lancasterpubliclibrary.org/patron-conduct-policy/](http://lancasterpubliclibrary.org/patron-conduct-policy/)).

7.) Food and alcohol are not permitted on Library premises unless permission is explicitly requested at and approved at the time of application. If the Library Management Team 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 the Library with **proof of having hired a RAMP certified bartender** for the duration of the event.

8.) The Renter must set up and clean up the space, trash must be placed in receptacles, and all items brought in by the Renter removed. Renter may be asked to place trash in designated exterior trash bins. The person signing the agreement must be present throughout the event. If the rental includes Library tables, chairs, etc., the Library will have them in the space, but it is the responsibility of the Renter to arrange them to suit their needs. 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. The Library is not responsible for lost or stolen personal or professional articles or possessions of the Renter or attendees.

9.) Walls/ceilings may not be used for mounting or hanging decorations, pictures, displays, or posters, etc. Open flames 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 Library Management Team.

10.) Pets or animals of any kind (except for service animals) are NOT allowed in the facility without the express written permission of the Library Management Team 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 express written permission from the Library prior to the event. Renters who are granted early or late access will incur additional fees.

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

16.) If there is any question or dispute about facility use, the decision of the Library Management Team will be final.

17.) Lancaster Public Library 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: \_\_\_\_\_

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

**Responsible Party Signature:** \_\_\_\_\_

Authorized Lancaster Public Library Representative

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Area	Fee	Charged
A - Study Room	\$25 for up to 4 hours (no discount for non-profit)	
B - Flex Office	\$50 (\$25 non-profit) for up to 2 hours. \$20/hour (\$10 non-profit) for each additional hour	
C - Terrace	\$100 (\$50 non-profit) for up to 2 hours. \$45/hour (\$22.50 non-profit) for each additional hour.	
D - Main Lobby or Reading Room	\$100 (\$50 non-profit) for up to 2 hours. \$45/hour (\$22.50 non-profit) for each additional hour.	
E - Program B	\$90 (\$45 non-profit) for up to 2 hours. \$40/hour (\$20 non-profit) for each additional hour.	
F - Program A&B Combined	\$125 (\$62.50 non-profit) for up to 2 hours. \$55/hour (\$27.50 non-profit) for each additional hour.	
G - Community Room	\$125 (\$62.50 non-profit) for up to 2 hours. \$55/hour (\$27.50 non-profit) for each additional hour.	
H - Board Room	\$125 (\$62.50 non-profit) for up to 2 hours. \$55/hour (\$27.50 non-profit) for each additional hour.	
I - Community & Board Rooms Combined	\$250 (\$125 non-profit) for up to 2 hours. \$110/hour (\$55 non-profit) for each additional hour.	
J - The Heritage Room (Mountville)	\$50 (\$25 non-profit) per hour.	
Off-Hours Fee	\$250	
Security Services	\$65/hour/guard	
AV Equipment	\$30/rental	
<b>TOTAL RENTAL FEE</b>		

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?
Setup AV 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:	