

## Delmont Library Lendl Community Room/Premises Meeting Policy

Updated April 2022

The Delmont Public Library welcomes adult groups and individuals to use the Lendl Community Room and Library premises. The primary purpose for the meeting must be educational, consistent with the Libraries mission statement and not as a fund raiser.

1. Community Room/Premises Reservations must be made at least 48 hours in advance of the event, with the Library staff. Library activities take precedence over all outside use of the facility.
2. The Community Room is available free of charge to local nonprofit and civic organizations that are open to the public. No outside fundraising permitted.  
Businesses and individual groups may rent the space for a suggested \$25 per hour, or three hours for \$50. Start time is 6:30PM for a three hour rental. A \$25 cleaning deposit is required. The cleaning deposit will be returned if no cleaning services are required.
3. The group representative must sign a form stating that he/she has never been convicted of a crime against a minor, and current child abuse and criminal clearances must be provided by the group representative.
4. No smoking or use of recreational drugs is permitted anywhere on library premises. No open flames are permitted anywhere on the library premises. **Alcohol may be served at the discretion of the Board; advance permission must be obtained.**
5. Light refreshments may be served by the renter. Groups must provide their own supplies. Food trash, paper, and cardboard must be bagged and removed at the end of the event.
6. The group representative is responsible to make sure all doors are secured and locked upon leaving. The Community Room lights, the two restroom lights, and the foyer light must be turned off. Please follow instructions on separate sheet provided by the Library.
7. Any group using the Community Room/Premises will be responsible for setting up the room according to its own needs and restoring the room to its original state at the end of the event. **The main Community Room tables are not to be moved.**
8. Reservation requests should include set-up and clean-up times.  
**Note: All activities, including clean up, must be complete by 9:30 P.M. Premises must be vacated by 9:30 P.M because the security alarm system will automatically activate at that time. A three-hour rental begins at 6:30 P.M at the latest.**
9. If a meeting is canceled, please notify library staff. If a group fails to contact the library of a cancellation, all fees will be forfeited.
10. The organization using the facility is responsible for the repair of any damages that occur to the room/ premises or furniture. Failure to return the room/premises to their original condition will result in the renter being banned from further use of the room/premises.
11. The library is not responsible for lost or stolen articles.
14. The Delmont Library Board of Trustees or the Library Director reserves the right to revoke meeting privileges of a renter, for violation of the Libraries Policies, for any length of time as determined by the Library Director and the Board of Trustees.

Delmont Library, 75 School Street, Delmont, PA 15626 724-468-5329 [delmontlibrary.org](http://delmontlibrary.org)  
[delmontlibrary@gmail.com](mailto:delmontlibrary@gmail.com)