

The Lendl Family Community Meeting Room/Premises Application
Updated April 2022

Organization/Event name _____
Non-Profit or Civic - free Business or Private Use - \$25/hour or 3 hours for \$50

Representative _____

Address _____ Phone _____

Email _____ Date(s) _____

Requested _____

Purpose of Request

Time: From _____ to _____

Will you be serving refreshments? _____

The group will be responsible for setting up tables and chairs and putting them away when the event is finished. ***Moving the conference tables is not allowed, without prior permission of the Library Director. This will require staff assistance and will result in a \$25 fee to be paid by the renter. This is in addition to the cleaning fee.***

Do you need the use of televisions? _____

There is no charge for this, however, a representative is responsible for making arrangements with library staff prior to meeting date to test compatibility of devices and equipment. Follow instructions that are listed on separate sheet of paper.

Return this form to: Delmont Library 75 School Street, Delmont, PA 15626. It must be submitted 48 hours prior to the event.

Two checks, one for room rental, along with a \$25 check for the cleaning deposit, should be enclosed. Make checks payable to the Delmont Library. The cleaning deposit will be shredded if not needed. If the renter needs assistance from the staff to move the conference tables, that would require a third check that is not refundable.

I have read and received a copy of the meeting room policy for this facility.

I agree to abide by the room/premises policy and will not hold the Delmont Library responsible for any damages or injuries sustained during this event.

SIGNATURE _____

Print name _____

PLEASE NOTE: All activities must be completed by 9:30 P.M. including cleanup. The security system will automatically activate at 9:30 P.M.

For emergencies after hours, contact Monica Smodic at 724-413-5074.