

Library Facility Rental Rules and Regulations

Violation of any of these Rules and Regulations may result in Manheim Township Public Library's cancellation of the event, revocation of the Agreement at the discretion of Manheim Township Public Library, and forfeiture of any charges and fees paid.



- 1.) Any use of Manheim Township Public Library facilities is subject to the approval of the Executive Director.
- 2.) Manheim Township Public Library provides the use of these rooms for non-discriminating, non-partisan cultural, civic, social, or educational purposes and approved business meetings. Manheim Township Public Library does not endorse the objectives of any organization using these rooms. The Library reserves the right to discontinue the use of facility by a group or organization that is causing a disturbance, damage, interfering with Library operations, or for any other reason with the renter forfeiting any charges and fees paid.
- 3.) The renter applying for use of the facility assumes all responsibility for damage to Library property and for leaving the premises in original order. Any expenses for cleaning or repair to the facility will be the responsibility of the renter.
- 4.) Renter must be present throughout the event, from set-up to clean-up. Renters using the facility do so at their own risk and are responsible for their actions and the actions of their guests. Children may not be left unattended or unsupervised by adults at any time.
- 5.) Adequate receptacles have been provided for recycling and trash. Renters are expected to responsibly utilize these receptacles. Please see a staff member if additional receptacles are needed during the event.
- 6.) Walls may not be used for mounting or hanging decorations, pictures, displays, or posters, etc. Open flame candles and helium-filled balloons are not permitted. All decorations must be removed immediately after the event.
- 7.) Manheim Township is not responsible for any personal or professional articles or possessions that may be lost or stolen from the renter and/or the renter's guests/participants during their use of the facilities.
- 8.) Smoking, alcoholic beverages, and illegal drugs are not permitted on Library premises.
- 9.) Charging admission, selling tickets or merchandise, or solicitation of money in any manner is prohibited without the express written permission of the Library prior to the event.
- 10.) No gambling is allowed.
- 11.) No indecent or illegal conduct is allowed.
- 12.) No pets or animals of any kind are allowed in the facility without the express written permission of the Library prior to the event, except for service animals.
- 13.) No access to staff offices, storage areas, mechanical areas, or other unauthorized areas is allowed.
- 14.) If the Library must cancel the use of the facility, the renter will be notified as soon as possible. If there is inclement weather, the renter should contact the Library. If the Library elects to close, any charges or fees paid will be refunded or applied to a mutually agreed upon alternate date.
- 15.) The renter must comply with all copyright laws and have a license and/or legal release to show copyrighted films, photographs, or other materials.
- 16.) Events (including set-up and clean-up) must take place during normal Library operating hours unless the renter receives the express written permission of the Library prior to the event.
- 17.) Please use the correct name of the Library (Manheim Township Public Library) in all publicity. The renter must make it clear that the Library is not the sponsor of the event. The Library will not promote any renter's program or event. All media publicity related to the use of the Library must be cleared with the Library Director.
- 18.) No renter, group, or organization may use Manheim Township Public Library as its address.

19.) Public wi-fi is available in all meeting rooms.

20.) Renters and their guests must refrain from the use of essential oils and other strong fragrances that may result in allergic reactions in other individuals.

21.) Room capacities may be adjusted during public health emergencies.

22.) If there is any question or dispute about the facility use, the decision of Manheim Township will be final.

23.) Any exceptions to the Library Facilities Rental Rules and Regulations require the express written permission of the Library prior to the event.

24.) Manheim Township Public Library adheres to the Library Bill of Rights
(<https://www.ala.org/advocacy/intfreedom/librarybill>)

25.) Manheim Township expressly reserves the right to amend these rules and regulations.

26.) Indemnification of Township - The renter shall indemnify and hold harmless Manheim Township, 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 Manheim Township by a third person for any injury or claim arising during the term of this Facility Rental Agreement, renter shall defend Manheim Township at renter's expense. This provision shall not cause any defenses which Manheim Township may have under the Political Subdivision Tort Claims Act.

Renter:
Print Name: _____
Signature: _____
Email: _____
Date: _____

Authorized Manheim Township Public Library Representative
Print Name: _____
Signature: _____
Date: _____