

Facility Rental Agreement

Review this Agreement thoroughly before signing it. Failure on your part to comply with all rules, regulations, and policies set forth in the Agreement may result in immediate termination of your event and forfeiture of all charges and fees paid.

This Agreement is between the renter identified below ("Renter") and Manheim Township Public Library. The rules and regulations attached are incorporated into and made part of this Agreement.



Renter

Renter or Organization Name: Rental type: Business Personal Non-profit

If Renter is an organization, provide name of contact person:

Address:

Email: Phone Number:

Event

Event Date(s) Number of Attendees This event is Public Private

Rental Start and End (Including set-up & clean-up) : to :

Time Block (Check one) Up to 4 hours

Room(s) Requested Morgan Center - single section

Event Start and End : to :

Up to 8 hours

Morgan Center - two sections

Are you requesting extended use before 9:00 AM or after library hours? (extra fee) Yes No

Morgan Center - three sections
 Other

Equipment Requested (Please check any equipment you would like to use)
Library staff can only offer basic assistance with making initial equipment connections.

HDMI Projection (extra fee) Sound (extra fee) Lectern Easel Whiteboard

Description of Event:

The following activities (such as catering, music, etc.) will be taking place during this event:

Notes or Requests:

Rental Fees

Manheim Township Public Library will calculate all charges and fees and provide an estimate and an invoice to the renter. Payment must be made in full two (2) weeks prior to the event. If the renter cancels the reservation less than 2 weeks prior to the event, a fee may be applied.

Policies

Renter acknowledges that they have had the opportunity to read this Agreement and the Facility Rental Rules and Regulations prior to signing it, understands these rules, and agrees to be legally bound by all of its terms.

Renter Printed Name: _____

Renter Signature: _____

Date: _____

Facility Rental Rules and Regulations

1. Any use of Manheim Township Public Library facilities is subject to the approval of the Library Director.
2. Manheim Township Public Library facilities are available to the public. The Library reserves the right to prioritize the use of its facilities as follows: first the Library, then Manheim Township, then various cultural, civic, social, or educational organizations or entities whose purpose enhances the mission of the library, then to other organizations or businesses. 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 animals, except service animals, are allowed in the facility without the express written permission of the Library prior to the event.
13. No access to staff offices, storage areas, mechanical areas, or other unauthorized areas is allowed.
14. Full payment of rental fees must be completed at least two weeks before the rental date. Failure to complete payment may result in the cancellation of the rental agreement.
15. Refunds may be offered for paid rentals that are cancelled at least two weeks before the rental date. Cancellations less than two weeks before the rental date forfeit their rental fees.
16. 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.
17. The renter must comply with all copyright laws and have a license and/or legal release to show copyrighted films, photographs, or other materials.
18. 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.
19. 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.

20. Library facilities are not intended to be used long-term as meeting spaces by renters, groups, or organizations that meet more than monthly. Accordingly, no individual, group, or entity may rent space more than 12 times per year, and reservations may not be approved more than six (6) months in advance. Relatedly, no renter, group, or organization may use Manheim Township Public Library as its address or as the principal location for any business, group, or organization.
21. Public wi-fi is available in all meeting rooms.
22. 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.
23. Room capacities may be adjusted during public health emergencies.
24. If there is any question or dispute about facility use, the decision of the Manheim Township Manager will be final.
25. Any exceptions to the Library Facilities Rental Rules and Regulations require the express written permission of the Library prior to the event.
26. Manheim Township Public Library adheres to the Library Bill of Rights (<https://www.ala.org/advocacy/intfreedom/librarybill>)
27. Manheim Township expressly reserves the right to amend these rules and regulations.
28. 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.