

Peters Township Public Library

616 East McMurray Road
 McMurray, PA 15317
 724-941-9430
 Website: www.ptlibrary.org

MEETING ROOM APPLICATION FORM

Library Hours: Monday-Thursday 9am-9pm
 Friday 9am-4pm
 Saturday 9am-4pm, Sunday Noon-4pm
 *The library is closed on Sundays in May – Labor Day

Email: meetingrooms@ptlibrary.org

Today's Date _____

CONTACT PERSON _____ EMAIL _____

ORGANIZATION _____ PHONE _____

ADDRESS _____
(Street) (City) (Zip Code)

TYPE OF GROUP

____ Exempt* ____ Youth Organization ____ Non-Profit Organization ____ For-Profit Group/Business

PETERS TOWNSHIP RESIDENT ____yes ____no

DATE(S) REQUESTED _____ APPROXIMATE # OF PEOPLE ATTENDING _____

MEETING/PROGRAM TITLE _____

MEETING/PROGRAM DESCRIPTION _____

TIME START (includes set up) _____ TIME END (includes clean up: must be done 15 minutes prior to close) _____

PRESENTER NAME/PHONE NUMBER _____

ROOM REQUESTED ____ Multi-Purpose Room ____ Reading Room ____ Conference Room

AV EQUIPMENT REQUESTED ____TV ____DVD Player ____Projector ____Microphone ____Other

	Exempt *	Youth Organizations	Non-Profit Organizations	For-Profit Organizations
Multi-Purpose Room	\$0	Resident: \$25/hour Non Resident: \$75/hour	Resident: \$40/hour Non Resident: \$145/hour	Resident: \$65/hour Non Resident: \$145/hour
Reading Room	\$0	Resident: \$20/hour Non Resident: \$65/hour	Resident: \$25/hour Non Resident: \$85/hour	Resident: \$35/hour Non Resident: \$125/hour
Conference Room	\$0	Resident: \$20/hour Non Resident: \$65/hour	Resident: \$25/hour Non Resident: \$85/hour	Resident: \$35/hour Non Resident: \$125/hour

*Exempt = Township Departments, Township Sponsored Sports Associations, Township Schools & Sponsored Booster Groups

AV Equipment Fees	\$10/hour fee for use of Audio/Visual Equipment
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Fees are payable by cash, check made payable to Peters Township Public Library, or Credit Card.

All fees should be paid upon immediate receipt of invoice.

I have read and agree to follow the attached "Regulations for Room Use."

SIGNATURE OF APPLICANT _____

MEETING ROOM RESERVATION PROCEDURE

1. Send your application form to address above, attention: Meeting Rooms.
2. A follow-up phone call/email will be made only if there is a problem with the requested dates.
3. Once approved, we will send a **Confirmation email** and **invoice**.
4. Room will be **confirmed and held for your use upon receipt of signed application and fee payment**.

**PETERS TOWNSHIP PUBLIC LIBRARY
REGULATIONS FOR ROOM USE**

1. The meeting rooms may be used by individuals or organizations holding meetings of a civic, cultural, or educational nature. The meeting rooms are not to be used for purely social gatherings such as showers or birthday parties. No meetings can be held at the library when the building is closed.
2. Use of the meeting room facilities does not constitute any endorsement by the library of the group's beliefs, policies, or programs. Any marketing materials (print or online) should list the library as the location **ONLY** and must include the sentence "This is not a library-sponsored event". Failure to do so could result in cancellation of the Meeting Room Use request.
3. Rooms may be reserved no sooner than 2 months in advance. Ongoing programs are asked to resubmit an application form every 2 months. The library does not guarantee that a particular time slot will continue to be available to any organization.
4. Library programs and meetings are given priority in scheduling. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored or co-sponsored meetings or programs. However, the library will give as much notice as possible, and every effort will be made to avoid such conflicts or to offer alternative options when they arise.

5. Equipment Available:	Multi-Purpose Room	Reading Room	Conference Room
	Stack chairs: 80	Upholstered Chairs: 8	Conference Table: 1
	Banquet tables: 15 (30"x 72")	Stacked Chairs: 24	Chairs: 8
	Screen	Tables: 2	
	Kitchen Facilities	Screen	

6. AV equipment must be reserved in advance and the organization using the room is responsible for setting up and troubleshooting its use. The library does not provide cables to connect to outside equipment. **For all AV equipment use, the contact person must schedule a time with the IT/Reference Librarian for instruction on the equipment care and use prior to the meeting 724-941-9430 ext. 5767.**
7. All chairs, tables, and other library equipment must be handled with care. Meeting rooms are expected to be returned to a neat and orderly arrangement, lights turned out after use, trash to be disposed of in proper receptacles, and all equipment returned to the place where it was found.
8. The group is responsible for set up and take down of the tables and chairs they use. Tables and chairs must be arranged in such a manner to provide an aisle for safe emergency exit. Tables must not be slid across floors. Care should be taken to not scuff the floors with heel marks.
9. All meeting rooms must be **cleaned and emptied at least 15 minutes prior to closing time.**
10. No signs or displays are permitted to be attached to meeting room walls or elsewhere in the library.
11. The library does not provide storage space for group's belongings.
12. A full refund is available if room cancellations are made at least 7 days in advance. Cancellations received less than 7 days prior to room use will result in forfeiture of room use fees.
13. Peters Township Library and its agents shall not be liable for injuries sustained by any person. The party hereby agrees to indemnify, save harmless and defend Peters Township and its Council, board members, employees' agents or assigns, from and against any or all claims, demands and suits of whatsoever nature on account of property damage or personal injury sustained or suffered by Peters Township or others, or death of any person, arising or growing out of or in connection with the use of library facilities granted pursuant to this application.

You may refer all questions to: meetingrooms@ptlibrary.org or 724-941-9430, ext. 3120