

Mars Area Public Library
Mars National Bank Community Hall Rental Policy
 107 Grand Ave PO Box 415
 Mars, PA 16046
 724-625-9048

Features:

- ◆ The library features a large meeting room, which can be divided into two smaller rooms. Occupancy limits are as follows:

	With Tables and Chairs	With Chairs	Standing Room
Entire Room	118	250	352
Larger Half	65	138	194
Smaller Half	53	113	158

- ◆ Light refreshments may be served from a kitchenette. (Provide your own towels and paper products). Catered events are welcome.
- ◆ No alcoholic beverages will be allowed in the Community Room.
- ◆ Wireless Internet access is available.

Reservations:

- ◆ Library events are given preference, and other reservations are on a first-come, first-served basis.
- ◆ The meeting room will be available when the library is open. It may be possible to schedule other days/times, but only under special arrangement and for an additional fee.
- ◆ Reservations are made through the Library Director.
- ◆ Use of the room by groups or individuals is at the discretion of the library and the Board of Directors. The Library reserves the right to refuse or cancel any reservation.
- ◆ The Board of Directors must approve any For-Profit event.
- ◆ The Board must approve regularly scheduled meetings.
- ◆ Exceptions to the reservation policies must be approved by the Board.

Fees:

- ◆ Fees are due and payable at the time of reservation and are non-refundable.
- ◆ **There is an additional fee of \$25 for using the room after hours on Monday - Saturday, and a flat fee of \$100 for Sunday/Holiday rentals.**
- ◆ Rental rates are subject to change at the discretion of the Library Director and/or the Board of Trustees.

	Non-Profit Groups or Service Groups	Business or For-Profit Groups	One Time Social Event
Per rental	\$40	\$125	\$60
Per season (up to 1 evening per week / 3 months)	\$100	\$175	N/A

General Rules:

- ◆ The renting party is responsible for set-up and clean-up of the space. This includes garbage removal. They are also responsible for any damage incurred. **See clean up check list.**
- ◆ The renting party will be responsible for the additional cost of damage or clean-up that requires special cleaning products or professional cleaning services. The library reserves the right to prohibit the renting party from further room rental until the additional clean-up costs are resolved.
- ◆ No alcohol or tobacco products may be used on the premises.
- ◆ Illegal gambling is prohibited.
- ◆ Group activities, which may damage the room or cause excessive wear, will not be permitted.
- ◆ Groups are restricted to the areas specifically requested.
- ◆ The adult applicant, over 21 years of age, must be the person in charge of the group and must accept responsibility for the group. The adult applicant must be present at all times.
- ◆ **Nothing (including tape) may be affixed to the walls or ceilings.**
- ◆ Library will not be responsible for any injuries, loss or theft.

Additional donations to the Library are always appreciated!

Policy #: MAPLP1001	Date to be Reviewed: TBD
Revision #2	Total pages: 3
Approved By: Library Board of Trustees	Effective Date: February 2015
Attachments: None	Revision Date: February 2015

Name of group:

Person responsible:

Responsible person's address:

Phone and email:

Circle the desired rental agreement, and describe the event (Party, Business Meeting, etc.)

Non-Profit Groups or Service Groups	Business or For-Profit Groups	One Time Social Event

Date of event: _____

Time of event: _____

Is this **during usual library hours** of operation? **Yes No**

If no, contact the Library Director to make arrangements.

Summary of charges:

Room rental fee: _____

Off hours fee (additional \$25) _____

Sunday/Holiday (Flat Fee \$100) _____

Donation _____

Total _____

I have read, understand and agree to the attached Community Hall Policies.

_____ (Sign)

_____ (Print)

Approved by Library Director _____

Approved by Board of Trustees (as needed) _____

Community Room Clean Up Check List – Check off, sign, and leave on top of microwave.

Name: _____

Date: _____

Before leaving the Mars National Bank Community Room please **check off** items as you complete them. Helping to keep the room clean and secure allows us to offer the room at an economical rate.

Notice: Items **may not** be taped to the walls.

Cleaning:

- ✓ _____ Vacuum. Clean up accidental spills.
- ✓ _____ Wipe down tables
- ✓ _____ Wipe down sink, counter top and microwave.
- ✓ _____ Remove garbage and place in library's garbage can (**at fire escape steps**). Please don't place garbage in the paper recycling bins in the parking lot. These bins do not belong to the library and are not garbage bins.

Secure:

- ✓ _____ Close doors leading to bathrooms.
- ✓ _____ All interior lights off.
- ✓ _____ Outside doors locked and closed securely when you leave.
- ✓ _____ Leave checklist on top of the microwave.