

ADAMS COUNTY LIBRARY SYSTEM
140 Baltimore Street
Gettysburg, PA 17325

ROOM USE POLICY

Library Study Rooms

The purpose of study rooms at Adams County Library System locations is to provide space for educational pursuits and small meetings not to exceed 4 people. Reservation of these spaces is available at no-cost. When not reserved, spaces are available on a first-come, first-serve basis. The Patron Behavior Policy applies to all use of study rooms.

Library Meeting Rooms

The purpose of meeting rooms at Adams County Library System locations is to provide space for educational, civic, cultural, and government groups to meet. The Library will have preference for scheduling Meeting Rooms.

Note: For profit events are not permitted except fundraising events to benefit the Adams County Library System.

Meeting Room Rules & Regulations

1. Reservations must take place within normal library operating hours and end 15 minutes before library closure. If the library closes for inclement weather or other emergencies, the reserving party will be notified of the closure.
2. Unless a representative of local, state or federal government, the registrant shall be an Adams County Library System cardholder.
3. Reservations will not be accepted more than 3-months in advance.
4. All publicity must list the name of the organization sponsoring the meeting. The Library shall not be named as a sponsor of any event without written permission from the Executive Director.
5. Permission to use a meet room does not constitute an endorsement of any group or its programs.
6. Neither the name nor address of the Library shall be used as the official address or headquarters of any organization.
7. Groups must restrict their meetings and associated activities to the reserved room while in the Library.
8. Activity and noise level in the meeting room during meetings must not disrupt or disturb regular library activities.
9. If the event is cancelled, the registrant shall notify the Library as soon as possible so that the room may be made available for other use.
10. The Library is not responsible for loss of items left on the premises.
11. Nothing may be attached to the walls or ceiling within the Library.
12. It is the responsibility of the registrant to ensure all attendees have received, understand, and abide by the Patron Behavior Policy.
13. Set-up and clean-up of the room is the responsibility of the reserving party.
14. Non-alcoholic light refreshments may be served and consumed on the property. The reserving party is responsible for clean up and removal of all trash by the end of the reservation period. A vacuum cleaner may be made available for use if necessary.

15. The registrant is responsible for paying for damages to Library equipment, furniture, or facilities that occur during the reservation.
16. The registrant is responsible for paying for cleaning fees if the room is not left in clean condition following the reservation.
17. The registrant agrees to indemnify and hold harmless the Library and all its officers, employees, and agents from any and all claims, demands, suits, causes of action or judgment any person may have as a result of any damages suffered while using the Meeting Room.

Private Use Meeting Room Fee Schedule

Non-Profit Organizations may be approved to use the rooms at no charge.

**A refundable deposit of \$40.00 and self-addressed stamped envelope is required.
Checks should be made payable to Adams County Library System**

Meeting Room	Library Location	Fee (per 2 hours)
Adult Wing Room (Max Capacity: 30)	Trone Memorial Library East Berlin	\$40
Mary Cash Room (Max Capacity: 80)	Trone Memorial Library East Berlin	\$60
Harbaugh-Thomas Board Room (Max Capacity: 40)	Harbaugh-Thomas Library Biglerville	<i>See Harbaugh-Thomas Foundation Room Policy*</i>
Harbaugh-Thomas Community Room (Max Capacity: 80)	Harbaugh-Thomas Library Biglerville	<i>See Harbaugh-Thomas Foundation Room Policy*</i>
Third Floor Meeting Room (Max Capacity: 80)	Gettysburg Library Gettysburg	\$60

**Please refer to Harbaugh-Thomas Meeting Room Form and Application to reserve these facilities.*

**Application for Use of Facilities
Adams County Library System**

Adult Wing Room Mary Cash Room Third Floor Meeting Room

Date(s) Requested: _____

Hours Requested: *from* _____ am/pm *to* _____ am/pm

Number of attendees anticipated: _____

Purpose of Use: _____

Organization: _____

Contact Person: _____

Library Card Number: _____

Telephone Number: _____

Equipment Needed:

Chairs Quantity: _____ Tables Quantity: _____ Lectern

Additional Information:

I have read and agree to abide by the Room Use Policy. I understand that in the event of inclement weather or other unforeseen circumstances, the facility may become unavailable for use. I accept responsibility to confirm access to the facility prior to my event. I understand that I may be asked to provide a certificate of liability insurance in order to use the facility.

Signed: _____ Date: _____

Adams County Library System Use Only:

Approved Not Approved By: _____ Date: _____

Room Fee: _____ Waived Deposit Received: _____

Remarks: