

Harbaugh ~ Thomas Foundation Meeting Room Policy

Mission Statement

It is the mission of the Harbaugh- Thomas foundation to provide a modern, technologically advanced, comfortable, and inviting community library that is open and accessible to public use by people of all ages in the greater Biglerville, Pennsylvania area. In addition to providing community library space it will provide companion meeting room space for a variety of community activities. Underlying “themes” of the library will focus on the arts and history with an emphasis on the history of the region. The Foundation will accomplish this mission through involvement with the greater Biglerville community, local government and school officials, and the Adams County Library.

Purpose:

The purpose of the meeting rooms of the Harbaugh- Thomas Foundation is to provide space for educational, civic, cultural, and government groups to meet. The Harbaugh-Thomas Foundation and The Adams County Library System will have preference for the scheduling of activities in the Meeting Rooms.

Rules and Regulations

- Meetings must take place within the hours of 12 PM- 6 PM on Monday, 12 PM–8 PM Tuesday & Thursday, 10 AM–6 PM Wednesday & Friday, and 9 AM–5 PM on Saturday. If the library closes for inclement weather or other emergencies, the party will be notified that the room is not available that day.
- Unless a representative of local, state or federal government, the individual making arrangements for the use of the room shall be a resident of Adams County.
- Library programs take precedence over outside programs. The Foundation/ Library reserves the right to cancel any program with at least three days notice if the room needs to be used for a library program.
- All publicity must list the name of the organization sponsoring the meeting. The Foundation/ Library shall not be named as a sponsor of any event without its written permission.
- The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group or its programs.
- Neither the name nor address of the Library shall be used as the official address or headquarters of any organization.
- Nothing may be attached to the walls or ceiling.
- **Set up and break down of the room is the responsibility of the group. A set-up/breakdown fee will be charged for assistance and arrangements must be made in advance.**

- Light refreshments, but no alcoholic beverages, may be served or consumed on the property. Red-colored beverages are not permitted. The group is responsible for clean up and removal of all trash after the meeting, and for leaving the meeting room in the condition in which it was found. **A fee will be charged to any group leaving the room in unsatisfactory condition.** A vacuum cleaner will be made available for use.
- The registrant is responsible to pay for damages to Foundation/ Library equipment, furniture, or facilities that occur during the meeting.
- If an event is canceled, the registrant shall notify the Library as soon as possible so the room may be rescheduled for another use.
- The Library is not responsible for loss of items left on the premises.
- Groups not sponsored by the Adams County Library System must restrict their meetings and associated activities to the meeting room while in the library building.
- Activity and noise levels in the meeting room during meetings must not disrupt or disturb regular library activities.
- Smoking is not allowed anywhere on the property.
- It is within the Foundation discretion to have the police or security personnel present during a use of the Meeting Room.
- Users of the Meeting Room must abide by all local, state, and federal laws, ordinances, and regulations.
- The registrant agrees to indemnify and hold harmless the Foundation/ Library and all its officers, employees, and agents from any and all claims, demands, suits, causes of action or judgments, any person may have as a result of any damages suffered while utilizing the Meeting Room.
- Any violation of these rules and regulations may result in an order to vacate the premises immediately and/or suspension of the privilege of using the Meeting Room in the future.
- The registrant may make application for exception from hours or use.

Private Use Fee Schedule

A refundable deposit of \$35.00, along with a self addressed, stamped envelope is required to reserve a room.

Large Room	\$60	Maximum capacity 80
Small Room	\$40	Maximum capacity 30
Set-up/breakdown	\$30	

Payable to: Harbaugh- Thomas Foundation

Non Profit Organization's may be approved to use the rooms at no charge.

Application for Use of Facilities
Harbaugh~Thomas Library

Community Education Room Meeting Room

Date(s) Requested _____

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

Number of Persons in Attendance: _____

Adults: _____ # Children: _____

Purpose of Use: _____

Organization: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Equipment Needed:

Chairs Qty. _____ Tables Qty. _____

Lectern LCD Projector White Board/supplies

Additional Information:

I have read and agree to abide by the Meeting Room 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 I may be asked to provide a certificate of liability insurance in order to use the facility.

Signed _____ Date _____

Harbaugh~Thomas Foundation Use Only:		
Approved: _____	Not Approved: _____	Date: _____
Room Fee: \$ _____	Waived <input type="checkbox"/>	Set-up Fee: \$ _____
Remarks: _____ _____		