

**Pocono Mountain Public Library  
R. Dale & Frances Hughes Community Room  
Reservation Agreement & Policy Form – FOR PROFIT**

Pocono Mountain Public Library is pleased to offer community and professional meeting spaces in the Library. Our entire Community Room can accommodate up to 150 people standing or sitting, or can be reduced into two or three meeting room suites for smaller groups. All the meeting rooms, when divided, are the same size & hold the same number of people. Rooms can accommodate different numbers of people depending on the number of tables and chairs and how they are configured. We have an executive meeting room (A) with conference table and executive chairs, and two other spaces (B & C). Each space has its own projector screen and technology services. Each room has Wi-Fi access. For questions, please call 570-894-8860.

- An appointment with the Library Director or designated library staff to review reservation requests, terms, fees, & procedures for events is necessary before the event is booked.
- Reservations are only taken during normal library hours, unless otherwise agreed to by the Library Director, additional fees may apply (see page 2).
- Groups are required to set up the room(s) they way they prefer, and must put the room(s) in the condition originally found. Please make allowances for time when considering your reservation.
- Groups must leave the building by fifteen minutes before the Library closes that day, or the time of the reservation as agreed to on this form.
- No reservations are taken on Sundays.
- Reservations with paid fees must be made one week in advance of booking.
- Group parties require a credit card number to be held as a deposit for fees or damages.
- Events co-sponsored with the library or intended to be public information events must be booked 30 days in advance to ensure proper PR and marketing. Please plan ahead.

Please return this form with all information to the Library at the main desk, or mail to :

**Pocono Mountain Public Library**  
Attn: Community Room Reservation/Library Director  
PO Box 405  
Tobyhanna, PA 18466  
Or, email to [ann@poconolibrary.org](mailto:ann@poconolibrary.org)

**X For Profit Organization / Group / Business**

Name of Organization : \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number (s): \_\_\_\_\_ Email: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Is this a Recurring Meeting? YES \_\_\_\_\_ NO \_\_\_\_\_

Is this meeting open to the public? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

- Name of Speaker/Presenter (if any): \_\_\_\_\_
- Subject of Speaker/Meeting: \_\_\_\_\_

Will this reservation generate business services or products, or require fees, or develop/cultivate sales, staff, or memberships? \_\_\_\_\_ YES \_\_\_\_\_ NO (Reservation will be charged at For Profit rates if "yes".)

Name of Group: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

**Preference for Meeting Room (A, or B & C combined)**

*Choice may be subject to availability and/or approval by Library. Attempts to accommodate will be made. Please select all that apply, fees may vary, and are approved in final by the Library Director.*

**Space requirement:**

\_\_\_\_\_ **EXECUTIVE ROOM A** (includes executive table with 10 chairs for small meetings for <12 people)

\_\_\_\_\_ **TWO ROOMS** (B & C combined) – *Recommended for most events*  
(holds 35 -40 people w/ tables & chairs; 55 people with chairs; 75 people standing.)

\_\_\_\_\_ **ALL ROOMS**  
(holds 60+ people w/ tables & chairs; 60 - 75 people with chairs; 100 people standing.)

**Check the following equipment or services that will be needed:**

Chairs \_\_\_\_\_ (100 max)      Tables \_\_\_\_\_ (20 max)      Power Point Screen \_\_\_\_\_

Power Point Projector \_\_\_\_\_      White Board \_\_\_\_\_

**FEES:**

**For Profit: Organizations, Groups, Individuals, Corporations, or Businesses**

*(Rates include the use of the community room(s) by any individual, group, or business for any cultivation of revenue, staffing, client development, promotions, or sales of services, products, accounts, memberships, etc., which are unrelated to the free access of information or the non-profit mission of the Library.)*

\_\_\_\_\_ **\$250 for 4 hours or less, per day, any space configuration**

\_\_\_\_\_ **\$500 for 4 hours or more, per day, any space configuration**

**Additional Group Party Fee for celebratory receptions and parties \_\_\_\_\_ \$100.00**

*Requires a credit card number of the person making the reservation as a deposit for damage fees.*

**Fee for setting up or decorating the room(s) the day before if all scheduling allows \_\_\_\_\_ \$50.00**

*Because the Library receives direct tax remittance from Coolbaugh Township and Mount Pocono Borough for our annual operations, no fees will be charged to them for any related meetings, trainings, or seminars, including Supervisors, Council Members, DPW, Zoning Office, Codes, Parks & Recs, related boards & commissions, or emergency agencies.*

*Final Rate Determined by Library after consultation*

**FEES DUE: \_\_\_\_\_**

*See page four (4-7) for the complete Rules & Guidelines for the Use of the Meeting Rooms.*

Name of Group: \_\_\_\_\_

Total Fees Due: \_\_\_\_\_

Paid by:

\_\_\_\_ Cash

\_\_\_\_ Credit/Debit Card Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CID: \_\_\_\_\_

All fees must be paid in full for a reservation to be booked on the calendar. Group parties require a credit card number to be held in case of additional fees or damages. Please plan ahead for larger events and make sure to allow time for set up and tear down or cleaning up. No refunds will be issued if a group does not show at scheduled times or voluntarily cancels a booked meeting. Refunds will be issued only if a cancellation is made within FIVE (5) business days of the scheduled event. Cancellations must be confirmed in writing by the authorized individual who signed this form and the Library Director. The Library reserves the right to keep 20% of the original total fee when a refund is made because of cancellation. Refunds from the Library will only be issued by a Library check, and payable to the authorized individual or organization or business named on this agreement. Refund checks will be mailed to the address on this form within 48 hours after approval at the next regular Library Board meeting after the cancellation is made. There are no instant refunds of fees. If the Library is closed due to bad weather or other such emergency which prevents normal operations of the Library, and an event must be cancelled, 100% of total fees will be refunded by the method noted above, unless the agency wants to reschedule their event, or carry forward fees for recurring events. (The Library follows the National Weather Service issues a Winter Weather Advisory for ice, or a Winter Storm Warning.)

### Agreement

\_\_\_\_ (initial) The undersigned written on this Agreement does agree to keep and hold the Pocono Mountain Public Library (the Library, PMPL) free and harmless from liability to the above written Individual, Agent, Group or Club, non-profit, for-profit, or otherwise who execute this Agreement, or anyone using the premises pursuant to this Agreement with regard to any claim for loss, damage, or injury of any kind; and, further, shall reimburse to the Library any costs, charges, or expenses relating to or happening as the result of any damages, claim, action, suit, or charge as a result of this Agreement, including, but not limited to, the proceeds of any judgment hereunder and cost of defense in defending against such claims. Any legal actions related to the same that include the Library will be resolved through arbitration or mediation in a local jurisdiction.

\_\_\_\_ (initial) The undersigned individual or agent using the Pocono Mountain Public Library's community room(s) will assume full responsibility for any harm claims, damages, or injuries by its members, representatives, agents, and/or participants while on the Library's premises to the facility, contents, and any staff or patron or participant therein. The Library will be held harmless from all harm, claims, damages, or injuries resulting from the reservation and the undersigned agreement to use the Library's community room(s). Any legal actions related to the same that include the Library will be resolved through arbitration or mediation in a local jurisdiction.

\_\_\_\_ (initial) The undersigned agrees to provide proof of insurance for the group or to list the Pocono Mountain Public Library as additional insured if required by the Library, and/or provide a credit card number to be held in case of any damages, if necessary.

\_\_\_\_ (initial) The undersigned agrees to abide by all policies, procedures and stipulations as stated in the Pocono Mountain Public Library Reservation Agreement & Policy Form, and any other Library policies or laws that govern the Library.

\_\_\_\_ (initial) The undersigned agrees that he/she is an authorized representative of the organization, group, club, business, or agency listed above, and that the same named above is a bonafide organization, group, club, business, or agency. AND/OR that the event/program promoted for the public, or privately for the group, authorized by the undersigned, is a legitimate and legal event/program.

\_\_\_\_ (initial) Organizations, groups, agencies, or individuals which do not fulfill their obligations as outlined in this agreement may be denied use of meeting facilities or be prevented from future reservations within the Library until such time as those obligations have been met to the satisfaction of the Library.

Signature of Authorized Representative of Group or Individual: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Pocono Mountain Public Library**  
**R. Dale & Frances Hughes Community Room**  
**Rules and Guidelines for the Use of Meeting Rooms**  
**PLEASE KEEP AND RETAIN FOR YOUR RECORDS**

The R. Dale & Frances Hughes Community Room at the Pocono Mountain Public Library is available for the benefit of the public. The Library prioritizes use of the meeting rooms for free educational, cultural, instructional, or civic programs and events which benefit the community and the Library's patrons. The Library reserves the right to schedule the use of rooms according to the Library's needs, first and foremost. The Library reserves the right to change and make into effect this Agreement at any time. Rooms are reserved on a first come, first served basis. Failure to abide by any of the rules below, or to knowingly mislead the Library, will result in additional fees or being restricted from the meeting rooms.

**Priority for reservations is made by rank according to the following list:**

1. Library programs involving Library staff for the benefit of Library patrons and the public.
2. Programs prepared by non-profit agencies, clubs, educators, government agencies, individuals, or performers that are freely accessible and for the benefit of Library patrons and the public, and sponsored by the Library or the named above.
3. Meetings of non-profit groups for educational, cultural, civic, or social purposes related to their own group or the public, or both.
4. Meetings/programs by local governmental entities for the benefit of the public or themselves, with priority given to related business and agents of Coolbaugh Township, Mount Pocono Borough, Monroe County, and the Commonwealth of Pennsylvania.
5. Private meetings or parties of clubs, organizations, entities, or individuals for the benefit of their own members or person(s), not open to the public.
6. Meetings or events of for-profit and non-profit agencies, groups, and businesses seeking a space for the promotion of services, programs, and/or sales; client or member cultivation, professional needs, or business development, all of which are not related to the mission of the Library.

A. All reservation forms must be complete and fees paid in full to secure a reservation. Fees must be paid by cash, cashier's check, or credit/debit card. Personal checks are not accepted. A credit card number from the individual who signs the agreement will be put on file as a deposit towards any additional fees or damages assessed, if any, for any group party.

B. A person/entity does not have to have a library card to make a reservation. However, if a person making the reservation does have a library card, they must have no fees, or lost items; or owe the library any fees related to Library functions or transactions; and be in good standing, in order to make the reservation.

C. Repeated use of the Library's meeting rooms is permitted throughout the year. Reservations can only be made within one calendar year at a time. All fees for all bookings must be paid at the time of the reservation.

D. Groups seeking more than one reservation per month may only do so with the permission of the Library Director in order to allow all groups, as per ranking, equal access.

E. Publicity or information for events held at the Library should show the following for name and location: The Pocono Mountain Public Library, 5500 Municipal Drive, Tobyhanna, PA 18466, www.poconolibrary.org.

F. Only events intended for the benefit of the public may be promoted on the library's official social media sites by permission of the Library Director. The library will post any flyers or information about said event after that information is provided to the Director in a digital form that can be easily posted on social media. Please provide all social media flyers or signs in JPG format. We will not convert flyers or signs to useable format. We disavow the use of any unofficial social media sites that imply official support to promote reservations or events, and are not responsible for the content, promotion, or management of non-library events using official or unofficial social media sites.

G. It must be clear that the Library is not a sponsor of any event, unless the Library is a co-sponsor or participant of the event. The Library must never be represented on PR or advertising of any kind for an event as a sponsor or promoter with any individual, group, agency, business, non-profit organization, for-profit organization, or political entity, group, club or politician, or any other type of third party or individual for the content, services, products, or theme of an event that takes place in the Library, unless the Library is a participant in the same.

H. A reservation for any individual, group, or business that intends to benefit the same in any way, or sell any items, services, subscriptions, products or foods/beverages, or promote the business, services, or products, or if the same requires any fees to participate in the program/event that is held at the Library, any or all of which generate a profit, promotion, business, staffing, clients, or revenue for the business/group while using the Library's community rooms, will be calculated at the for-profit rate.

I. Any for-profit or non-profit businesses using the Library's space with the object to make a profit, generate sales, or develop business services, staffing, or clients must always pay the "for profit" rates to use the Library's community rooms, and must never imply directly or indirectly that the Library sponsors or endorses the products or services. The Library is held harmless and does not endorse any business, information, promotion, service, subscription, or product that is generated by use of the Library by a third party.

J. If literature or posters or web-based information are to be distributed at meetings held at the Library, a copy of all this must be presented with the reservation agreement at the time the booking is made to the Library Director.

K. The Library reserves the right to rescind any applications or reservation if it is in the best interest of the Library to do so.

L. Groups are required to leave the room in the condition in which it was found. Damages or mess that require repairs or additional janitorial services, will be assessed to the Group and will affect the group's ability to obtain future reservations if not addressed to the satisfaction of the Library. Groups are required to clean the spaces, including, wiping tables and chairs, vacuuming the carpet, and tying off garbage as necessary. Food, beverages, craft materials, essential oils, makeup, and paint are prohibited from being poured into the sinks and toilettes in the bathrooms. Arrangements can be made to get access to the Library's janitors closet sink. Failure to clean the room properly may result in additional fees or the group being banned from meeting room reservations in the future.

M. Events or meetings that necessitate light "dry" foods or snacks must receive special permission from the Library Director. Only covered beverages are permitted in the meeting room. No open flames for chafing dishes or birthday or celebratory candles are permitted. Food and beverage items are to be disposed of properly and are not to be dumped or disposed of in the library bathroom sinks or toilets. Foods and beverages must be contained and "clean", or "dry", e.g., not liquid-y or likely to spill or stain, have "low smell", or be greasy. Food allergies and sensitivities must be observed. All food and beverage items must be carried in and carried out. The room must be properly cleaned and left in the condition it was found.

N. The use of art or craft supplies must be cleared with the Library Director prior to any demonstrations, lessons or activities. Private classes must be designated, and not presented as if they are a library sponsored program. Drop clothes and/or protection for floors and furniture will be required for all arts & crafts. Oil paints and chalk/soft pastels are not permitted. Liquid waxes, soaps, and essential oils and makeup/cosmetics are not permitted. Cleaning or dumping of art supplies, paints, solvents, essential oils, or budge-proof cosmetics is prohibited in the library bathrooms. Arrangements must be made to clean or dispose of any art supply properly in the library's janitorial closet sink. Failure to comply with this guideline will result in immediate cessation of current or future reservations by the group, and damage fees may apply.

O. The movable walls are only to be moved by library staff. Any tampering with the movable walls will be subject to claims or fees. Acting in bad faith regarding the movable walls may ban the group from future reservations.

P. Nothing may be hung on the walls, doors, movable walls, windows or ceiling. The use of tape, adhesives or any type of pin or hanger on any surface is not permitted. Glitter or confetti type decorations or foam celebratory items, like silly string, are not permitted.

Q. Non-library furniture or equipment from groups may not be used in the Library without prior permission by the Library Director, with the exception of laptop computers, power point projectors, laser or other pointers, lecterns, flip charts, white board markers, paper, pens, or other commonly used items for professional meetings. No open flames for chafing dishes or birthday or celebratory candles are permitted.

R. The service of alcoholic beverages by groups is prohibited without the express consent of the Library Director, or in conjunction with Library related events.

S. Groups may only use the guest network or Wi-Fi provided by the Pocono Mountain Public Library when using the community rooms for meetings and access to the internet. Use of other networks or Wi-Fi while in the library is a violation of the Library's Computer Use Policy and the Children's Internet Protection Act (CIPA).

T. If the Library must close due to bad weather or other unforeseen crisis that prevents the Library from normal operations, all reservations will be cancelled. The Library follows the National Weather Service issues a Winter Weather Advisory for ice, or a Winter Storm Warning.

U. After hours reservations are not being taken at this time.

V. Private meetings for groups wishing to study religions or religious texts are permitted. Any related signage may not represent in any way that the Library is a sponsor of these meetings, religious groups, texts, or affiliations.

W. Private meetings of political groups are permitted. Any related signage may not represent in any way that the Library is a sponsor of these meetings, parties, politicians, agendas, policies, or groups.

X. Public information sessions or "meet & greets" or for the benefit of the public with sitting politicians and/or their representatives/staff are permitted to review or discuss current legislation or agenda items; but not for political promotion, electioneering, candidate cultivation, or fundraising.

Y. Political debates or "meet & greets" are permitted during election cycles as long as they include multi-party candidates/participants, and are hosted by a neutral association, all for the benefit of the public at large. Single party rallies or candidate forums or fundraising are not permitted.

Z. Public meetings by local government bodies and their affiliated governmental agencies for regular business, committees, councils, hearings, codes, and other local government business are permitted.

AA. Individuals and participants under the influence of controlled substances will not be permitted to use the meeting room, and the event may be terminated and the group asked to leave. Law enforcement may be contacted. No fees will be refunded if the reservation is ceased because the group has any members under the influence of a controlled substance.

BB. The library is a safe space for all children, and is a mandated reporting agency.

a. If the room(s) are used by a group, agency, business, performer or organization the majority of whose members or intended participants are under eighteen (18) years of age, the individual booking the room for the group must be over eighteen years of age. A ratio of 3 (three) adults per every 10 (ten) children or youths is required. This rule applies to reservations by day care centers, churches, camps, or event organizers.

b. **Any private program, event, or reservation whatsoever that anticipates a majority presence of children under the age of 18 at which those children would not be in the supervision of library staff, or in conjunction with a valid library program, or in the presence of a family members or guardians at a family event, but will be in the supervision, presence, or control of third party adults in any capacity, requires all those adults associated to the third party making the reservation to provide current proof of criminal clearances, background checks, and fingerprinting as per the [keepkidssafe.pa.gov](http://keepkidssafe.pa.gov) mandate before a reservation can be made. Those designated adults with proof of clearances must be present in the room during the reservation, and are responsible for the wellbeing of the children present and in their care. The library reserves the right to refuse any reservation that will not fulfill these obligations and assure the safety of children in the library. This rule applies to reservations by day care centers, churches, camps, or event organizers.**

c. Copies of permission slips furnished by the third party from the parents/guardians will also be required that indicate the parents/guardians are aware their child(ren) are at a private event in the library building that is not a library program and involving library staff. This rule applies to reservations by day care centers, churches, camps, or event organizers.

**The following are not permitted:**

- Unauthorized use of the Library's official name, address, fax number, phone number, URL or IP, image, recordings, or any real or digital representation of any kind for any other organization, group, or individual.
- The endorsement or sponsorship of any other agency, individual, group, activity, or event through real, perceived, or implied promotion or association through the use of the Library's community room.
- Possession and/or selling of alcoholic beverages or other prohibited substances. Smoking, gambling, illegal activities or the promotion of illegal activities or conduct detrimental to the public interest.
- Promotion, distribution, or creation of any illegal substance, materials, activity, or information, or the illegal use of Library building, computer network, Wi-Fi, social media, or telecommunications.
- Religious worship, rituals, or proselytizing of any kind.
- Single-party political rallies, fundraising, cultivation, or candidate forums of any kind; or events that are for the promotion of any one individual or one party sponsored by an individual, business, candidate, or political action committees (PAC) of any kind. Multi-party forums for the benefit of the public are permitted.
- Rallies or public events that promote or contain political or pre-legislative information, agendas or propaganda prepared by political action committees (PAC) of any kind, or other independent agents, without the explicit participation and sponsorship of the current sitting local, state, or federal politician which are in the Library's service area.
- Electioneering in the library building; or the interference with any official business of the Monroe County Office of Voter Registration and Elections and its officials.
- Fundraising by any third-party groups or agencies unless fundraising is for the benefit of the Library or in partnership with the Library, or by special exception by the Library Director.