



**HERITAGE PUBLIC LIBRARY**  
*Small-town charm | Worldwide access*

**COMMUNITY ROOM RENTAL CONTRACT**

Rental Fee: \$50; Security Deposit: \$50. Both fees are due at the time of reservation. See attached for rules and Security Deposit Refund Policy.

Community Room key may be obtained only after contract is signed and total fees (rental and security) are received (no more than one week before event).

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

Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Time Needed: \_\_\_\_\_ Prep Time: \_\_\_\_\_

I have read and agree to follow the attached **Community Room Usage Policy**. Per the policy, I agree that I assume responsibility for any damage to the room and my security deposit will be forfeited. By signing this agreement, I agree to hold Heritage Public Library harmless from any liability for damage, loss or destruction of property or injuries to any persons. Any claims for such loss, damage, or injury are waived by signing this agreement. I agree to accept responsibility for any damage occurring to the Heritage Public Library Community Room or its contents during use or as a result of such use, and will bear the full cost of repair, including replacement, if necessary.

Renter's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Heritage Public Library**

52 Fourth St, McDonald PA 15057 | Phone: 724-928-8400 | Fax: 724-926-4686



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**Community Room Usage Policy**

We are happy that you have chosen the Heritage Public Library meeting room for your event.

The following policy covers the proper usage of the Community Room:

- Maximum capacity of 50 people.
- Children must be supervised at all times.
- Smoking and alcohol are prohibited.
- No spiked shoes are allowed in the building.
- Avoid dragging tables across floors.
- The room, kitchen and bathrooms must be left in a neat, clean and orderly condition. Trash must be bagged and put out back in mini-dumpster. Floors must be swept, and if necessary, mopped up.
- Room must be closed up by 11:00 p.m.

**Other Important Information**

Entrance: There is a separate entrance to the meeting room. If your event takes place when the library is closed, you still have access to the restrooms and the furnace room for clean-up supplies. A key is available for the back door upon payment of the rental fee.

Kitchen: You may use the stove and refrigerator. Please bring in your own supplies needed such as coffeepots, silverware, serving utensils, garbage bags, etc.

Signs & decorations may be displayed. Please do not place anything on the gray soundproofing around the top edges of the room.

Chairs and tables may be rearranged as needed. There is a chart on the back door for replacement of chairs & tables after your event.

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