

Blossburg Memorial Library Community Room Policy

The community room is available for use by residents of Blossburg and the surrounding communities. The library strives to provide satisfactory accommodations to all groups that rent the facilities. In order to assure that the room is well maintained, we ask that you abide by the following guidelines.

A \$50.00 fee will be assessed for:

- Private events
- Profit organizations

No fee for:

- Events open to the general public
- Non profit organizations

1. You must be 21 to rent the Community Room.
2. Adult supervision is required at all times.
3. Alcoholic beverages are permitted with prior approval from the Blossburg Memorial Library Board of Trustees.
4. No smoking.
5. The windows shall remain closed and locked for security reasons.
6. The thermostat may be adjusted to a reasonable temperature for your comfort level. Please adjust the thermostat to the temperature displayed when you arrived.
7. Leave the restroom doors ajar when you leave for heating purposes.
8. Clean out the refrigerator and remove leftover food and beverages.
9. Be sure to clean the tables, kitchen area, and run the vacuum cleaner after your event.
10. Bag your trash and take it with you after your event (this includes the kitchen and restroom areas) Plastic trash bags are available, if needed.
11. Turn off all lights upon leaving.
12. Please make sure the door is firmly closed and locked.
13. Return the key after your event. Put the key in the book depository if the library is closed.
14. Failure to abide by this policy may prevent future use of the Community Room.

Parking Lot Policy

1. Please do not park in the grass.
2. Do not litter or empty ashtrays in the parking lot.
3. **Leave the front row of parking (Main Street) open for library patrons when the library is open.**
4. The handicapped parking space is to be used by handicapped-tagged vehicles only.
5. Please do not block the fire lane.

Approved by the Blossburg Memorial Library
Board of Trustees on January 21, 2008