

1136 Fourth Avenue | Ford City, PA 16226  
724 763 3591 | [fordcity@armstronglibraries.org](mailto:fordcity@armstronglibraries.org)  
[armstronglibraries.org/ford-city](http://armstronglibraries.org/ford-city)

Hours of operation:  
Mondays 3pm to 8pm  
Tuesdays, Wednesdays, & Thursdays 10am to 8pm  
Fridays 10am to 3pm  
Saturdays 8am to 3pm

## Meeting Space Reservation

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

If nonprofit/community group, list name of group: \_\_\_\_\_

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

Event date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Estimated # of participants: \_\_\_\_\_

Description of event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**By signing this agreement, you accept financial responsibility for damages or cleaning costs incurred, but not anticipated in the initial invoice and agree to abide by the meeting space rules listed on the back of this agreement. Both parties will have signed copies of the agreement for their records.**

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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This request will not be confirmed until this form and payment are returned to the Library. Library activities take precedence for space. A copy of our full meeting space policy is available upon request.

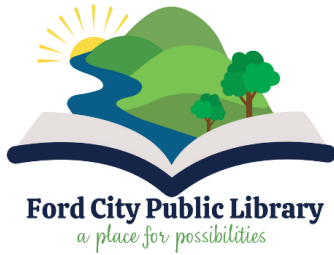
### Fee Structure:

- Free for non-profit organizations or purposes as approved by Director
- \$25.00 for up to two (2) hours during operating hours
- \$75.00 for up to three (3) hours outside operating hours (Saturdays between 3pm and 8pm, Sundays between 8am and 6pm).
- A \$25.00 cleaning fee will be charged if the space is not left in satisfactory condition.
- Payment made by cash, check, or card at: <https://square.link/u/8EpLLdmp>

.....  
LIBRARY USE ONLY: Payment received \_\_\_\_\_ Agreement received \_\_\_\_\_

Reservation approval: Approved Denied Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for denial, if applicable: \_\_\_\_\_



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**Meeting Space Rules:**

- If a rental fee is involved, a signed Meeting Space Agreement and payment must be received to confirm reservations.
- No refunds will be given to paid spaces that are not utilized.
- The individual renting the space must be 18 years old.
- All activity conducted in meeting space must adhere to all general library policies.
- No funds of any kind nor admission fees may be solicited or collected at the library. Sale of products or services is not permitted.
- Excessive noise and other activities that disrupt normal library activity will not be permitted.
- Activities of a vigorous or dangerous physical nature or those involving the presence or use of firearms, live ammunition, or hazardous substances are not permitted.
- Activities of a mature or indecent nature or those involving sexual content, foul language, or other inappropriate content are not permitted.
- Open aisles must be maintained to provide clear access to all exits at all times.
- No alcoholic beverages will be permitted on library grounds.
- No candles or open flames are permitted.
- Garbage must be removed at the end of the event. If the space is not left in a clean state a \$25.00 clean-up fee will be charged.
- Ford City Public Library is not responsible for materials or equipment brought in or left at the library and may not be used as a storage space between meetings.
- The Library will not provide supplies or equipment of any kind without prior agreement to do so.
- The Library is not responsible for advertising non-library events or taking registration for events.
- Non-library events may not be marketed, promoted, or allude to being library-sponsored.
- If deemed necessary, all promotions referencing Ford City Public Library as the location of an event must include the following disclaimer: "This event is hosted by [\_\_\_\_\_] and is not sponsored or endorsed by Ford City Public Library. The library provides meeting space as a public service, and this event does not constitute an endorsement of any candidate, party, or political opinion."