

**MANHEIM TOWNSHIP PUBLIC LIBRARY (MTPL)  
RENTAL DATA SHEET**

To reserve the MTPL rooms and/or grounds, please complete and return one (1) copy of this form.

**RATES**

See website [www.mtpl.info](http://www.mtpl.info) for current fee schedule.

50% of total fee is required to hold reservation.

Payment in full is due 2 weeks prior to event or upon receipt of invoice.

Additional setup, cleanup, replacement or repairs

by Township Staff:                   \$50 per hour

by Outside Contractor:           \$Actual cost to Township

**The hours of the rental commence with the arrival of the caterer or first guests  
and ends with the departure of the caterer or last guest.**

ESTIMATED RENTAL FEES ARE DUE IN FULL TWO WEEKS PRIOR TO THE DATE OF THE EVENT.  
Any additional hourly fees for over and above the estimated times will be invoiced within one week of the event.  
Payment will be due upon receipt. 50% payment of the total fee is required upon the signing of the agreement  
and guarantees that the date of your event is reserved.

*Make checks payable and remit to: MTRD, Stauffer Mansion, 1241 Lititz Pike, Lancaster, PA 17601-4396*

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CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ CELL PHONE \_\_\_\_\_

TOTAL NUMBER OF GUESTS \_\_\_\_\_ NUMBER OF GUESTS UNDER 21 \_\_\_\_\_

DATE OF FUNCTION \_\_\_\_\_ TIME OF FUNCTION \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

TYPE OF FUNCTION \_\_\_\_\_

TOTAL NUMBER OF HOURS FOR RENTAL \_\_\_\_\_ ROOMS RENTED  MORGAN CENTER A+B+C

MORGAN A    MORGAN B    MORGAN C    LOBBY    PATIO    OTHER \_\_\_\_\_

CATERED? Y/N \_\_\_  TELL CAFÉ    OTHER CATERER NAME/PHONE # \_\_\_\_\_

ALCOHOLIC BEVERAGES BEING SERVED?  YES    NO

TOTAL ESTIMATED ROOM RENTAL FEES \$ \_\_\_\_\_ MTPL INVOICE # \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## LIBRARY RENTAL POLICIES

See website ([www.mtpl.info](http://www.mtpl.info)) for more Library Meeting Room Rental Policies

- 1.) **Set Up and Clean Up** - Township will take care of all set up and tear down of library owned tables and chairs before and after the event. The renter may set up and decorate prior to the start of an event, but the time must be included in rental fee. The renter will be responsible for all decoration and cleanup of same at the conclusion of the event.
- 2.) **Tables and Chairs** – There are enough tables and chairs on site for the capacity of up to one hundred ninety two (192) guests, depending on the table and chair arrangement. These are included in your rental fees. If others are needed, you must contact a rental company and make the necessary arrangements. The setup of Township's tables and chairs only will be the responsibility of the Township.
- 3.) **Rehearsal** – If you are holding an event that requires or you would like to have a rehearsal, please make arrangements for it through the Recreation Office (717) 290-7180.
- 4.) **Phone Service** – Use of library phones are for staff only. The cost of toll calls made by your guests during your event will be charged to you in addition to a \$25 surcharge.
- 5.) **Dressing Room Facilities** – The Library does not have dressing room facilities. There are public restrooms off the lobby, and, with library permission, the use of a small restroom beyond the kitchen.
- 6.) **Seating/Capacity** – The Morgan Center has a capacity of one hundred ninety two (192) guests. You must rent a tent if you invite a larger number of guests. The placement of the tent must be approved by the Recreation Office.
- 7.) **Tent Rentals** – The Library does not provide or rent tents. If you need or want to use a tent, please notify the Recreation Department at (717) 290-7180 as soon as possible to work out the details.
- 8.) **Alcohol Service** – The renter is responsible for all guests who consume alcohol at their event. A licensed bartender shall be engaged if you are serving alcohol. Alcohol served shall be terminated prior to the written scheduled end time of your event. Alcohol consumption is limited to the library and patio areas. **Serving alcohol is not allowed during the library's normal operating hours or at any time that the library proper is open to the public.** The serving of alcohol is restricted to those of 21 years of age or older and is the complete responsibility of the renter. **ALCOHOL CAN NOT BE SOLD IN A PACKAGE OR AS A PART OF A MEAL OR ENTRANCE TICKET AS A PART OF THE EVENT.** It can only be provided to the Renter's guests as part of the event.
- 9.) **Kitchen Use** – The kitchen is to be used for warming and preparation of food, since the appliances are not commercial grade. It is primarily a kitchen for catering purposes and teaching programs.
- 10.) **Decorating Restrictions** – All decorations used within the Library shall be fireproof and are subject to the approval of the Library Director. No open flame decorations, properties, or equipment will be permitted. Decorations are to be removed by the renter immediately following the event.
- 11.) **Parking** – Renters and guests shall park in designated parking areas within the Library parking lot or designated overflow parking area. Roadways in the park cannot be blocked.
- 12.) **Rental Fees** – Estimated rental fees are due two (2) weeks prior to your event. Please remember that rental fees begin with the arrival of the caterer or first guest and end with the departure of the caterer or last guest. Please check with your caterer on the amount of time required for food set up and clean up after your event. *Make checks payable & remit to: MTRD, Stauffer Mansion, 1241 Lititz Pike, Lancaster, PA 17601-4396.*
- 13.) **Lost or Stolen Items** – Manheim Township Commissioners and MTPL are not responsible for any items owned or used by renters/guests before, during, or after the event, such as personal items, food, beverage, decorations, tents, or equipment.
- 14.) **Smoking** – SMOKING IS PROHIBITED IN THE LIBRARY.
- 15.) **Park Rules** - *Rules and Regulations of the Overlook Community Campus* apply to all library exterior areas and roadways.
- 16.) **Contract** – This Rental Data Sheet and the Facility Rental Agreement constitute a license to use the building and/or grounds solely for the purpose specified herein and for the time specified herein. *The Library is available for rental from 7:00 a.m. until 11:00 p.m.*

**MANHEIM TOWNSHIP PUBLIC LIBRARY  
FACILITY RENTAL AGREEMENT**

DATE OF EVENT \_\_\_\_\_ RENTER \_\_\_\_\_

THIS RENTAL AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ between MANHEIM

TOWNSHIP COMMISSIONERS, 1840 Municipal Drive, Lancaster, PA 17601 (Township) and the undersigned renter (Renter).

INTENDING TO BE LEGALLY BOUND, Township rents to Renter and Renter takes from Township, the property described below upon all the terms, covenants, and conditions described in the Rental Data Sheet and Library Rental Policies, attached hereto and as hereinafter set forth.

1.) **Property.** The property subject to this Agreement is the library and/or the specified grounds around the library.

2.) **Rent.** The rent for the MTPL, the patios, the grounds and other facilities is set forth on the Rental Data Sheet. The estimated cost shall be paid in full two (2) weeks prior to the event. Any additional fees due hereunder shall be paid by Renter to Township immediately upon request.

3.) **Hours of Rental.** The rental is for the period set forth on the Rental Data Sheet. If the Renter has not fully vacated by the time set forth on the Rental Data Sheet, Renter shall pay Township the overtime charges set forth on the Facilities Rental Fee Schedule for each hour or portion thereof beyond such period that the facility has not been vacated.

4.) **Cancellation.** If the Renter terminates this Agreement more than 2 weeks prior to the event, the deposit shall be returned, less a \$50 administrative fee, only if and to the extent Township has been able to re let the facility for such rental period. If Township is unable to re let the aforesaid facility, or if cancellation occurs less than two weeks prior to the event, fifty percent (50%) of the deposit shall be retained by Township as liquidated damages.

5.) **Alcoholic Beverage Policy.** It is the policy of Township that alcoholic beverages shall not be served to persons under the age of twenty-one (21) years at the event. For any event at which persons under the age of twenty-one (21) years are expected to be in attendance, Township shall require the Renter to have the presence of one (1) monitor, supplied and responsible to the Renter who shall be authorized to enforce this policy.

**Alcohol Service** – The renter is responsible for all guests who consume alcohol at their event. A licensed bartender shall be engaged if you are serving alcohol and shall provide township with a liquor liability insurance certificate.

Alcohol service shall be terminated 15 minutes prior to the scheduled end time of your event. Alcohol consumption is limited to the library and patio areas.

**Serving alcohol is not allowed during the library’s normal operating hours or at any time that the library proper is open to the public.**

ALCOHOL SHALL NOT BE SOLD IN A PACKAGE OR AS A PART OF A MEAL OR ENTRANCE TICKET AS A PART OF THE EVENT. It shall only be provided to the Renter’s guests as part of the event.

6.) **Care of Property.**

(a.) At all times during the rental period, Renter shall take all actions necessary to maintain the Library property and Personal Property in good order and repair. Renter shall pay for all repairs to the Library Property and Personal Property and other parts of the Township’s property which are necessitated by any acts or lack of due care on the part of the Renter, its guests or invitees.

(b.) Renter shall be responsible for a thorough clean-up of the Library and Personal Property to the same condition as that preceding the rental. Renter is responsible for the removal of all trash from the interior of the rented areas of the Library, or the patio, or the grounds to the trash cans which are located at the rear of the building. All trash shall be placed in the appropriate containers immediately following the event. Additional clean up shall take place during the time period set forth in the Rental Data Sheet or as designated by Township.

7.) **Indemnification of Township.** Renter shall indemnify and hold harmless Township, its agent and employees, from and against all liability, claims, damages, losses and expenses, including attorney fees incurred with the connection therewith, arising out of or resulting from Renter's use of occupancy of the property of performance of its obligations hereunder. To the extent that any claim is asserted against the Township by a third person for any injury or claim arising during the term of this Rental Agreement, Renter shall defend Township at Renter's expense. This provision shall not cause any defenses which Township may have under the Political Subdivision Tort Claims Act.

8.) **Insurance.** Renter shall provide Township with proof of insurance, listing Township as an additional insured with limits of coverage in the amount of \$1,000,000 per occurrence for general liability, and \$1,000,000 aggregate.

9.) **Authority of Renter.** If Renter is other than an individual, the undersigned individual represents that he/she has the authority to execute this Rental Agreement on behalf of Renter and further agrees to guarantee all liabilities of Renter hereunder.

10.) **Policies.** Renter acknowledges that he/she has had an opportunity to read this contract prior to signing it, understands the Library Rental Policies, and agrees to be legally bound by all of its terms.

IN WITNESS WHEREOF, this Rental Agreement is executed on the above date.

TOWNSHIP: MANHEIM TOWNSHIP COMMISSIONERS

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Signature of Renter

PRINT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Please sign one (1) copy and return it to:

MT Recreation Department  
Stauffer Mansion  
1241 Lititz Pike  
Lancaster, PA 17601

Keep the second copy for your records.