



**Heritage Public Library**  
**52 Fourth Street**  
**McDonald, PA 15057**

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### Meeting Room Policy

We are happy that you have chosen the Heritage Public Library meeting room for your event. The following are guidelines on using the room:

- Capacity: Maximum capacity is 50 people.
- 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. A key is available for the back door upon payment of the rental fee and deposit.
- Children must be supervised at all times, including outside. Do not go onto neighbor's property, no climbing on walls or railings.
- Smoking and alcohol are prohibited.
- Closing time: room must be cleaned up and closed up by 11:00 p.m.
- Kitchen: You may use the stove and refrigerator. Please bring in your own supplies needed such as coffeepots, silverware, serving utensils, garbage bags, etc.
- Please no food or drink in the body of the library.
- Signs & decorations may be displayed. However, please do not place anything on the gray soundproofing around the top edges of the room, do not use thumbtacks or tape that damages the paint on the walls.
- Chairs and tables can be rearranged as needed. There is a chart on the back door for replacement of chairs & tables after your event.
- Please avoid dragging tables across floors. Do not move the large couch or take hanging pictures off of the walls.
- Clean-up: The room, kitchen, middle room 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.
- Make sure that you lock the door when you are not using the room, by using the lock on the outside of the rear door, left locks the door, right unlocks it.

We will retain the deposit money if the above policy is not followed.

Thank you.

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