

**The Old Library by Lake Afton
46 West Afton Avenue
Yardley, PA 19067**

Facilities

The interior layout of the Old Library consists of one large room with a powder room.

Two 6' X 2-12' folding tables, eight card tables, and 50 folding chairs are available for event use.

Rules and Regulations

The Old Library by Lake Afton is an historical and aesthetic treasure that the Yardley Historical Association is pleased to share with you and the participants in your event. Please treat it as gently as its age and history demand.

1. The Library may be used between the hours of 8 a.m. and midnight.
2. Guests may park next door in the St. Andrew's Parking lot (with the Church's permission) or across the street in Buttonwood Park.
3. The Library does not have cooking facilities or related equipment. Food and beverages may be brought into the building, but leftovers and trash must be removed at the end of the event.
4. Nothing may be nailed, tacked, or taped to the walls, ceilings, windows, woodwork, or furniture.
5. Tables and chairs may be moved to suit your event, but other pieces of furniture and office equipment may not. All tables and chairs must be returned to original places.
6. The Library must be cleaned and ready for inspection no later than 11 a.m. of the day following the event.
7. Smoking is prohibited in the Library.
8. Cabinets, bookcases, and file cabinets contain the collections of the Yardley Historical Association. They may not be opened. No liquids shall be placed on the glassfront or file cabinets.
9. No pets are permitted in the Library.
10. Guest capacity is limited to no more than 55 persons.

Usage Fees

The Yardley Historical Association charges fees for use of the Old Library by Lake Afton in order to defray costs for water, heat, electricity, insurance, and building maintenance.

No charge and	Yardley Borough and Lower Makefield Township non-profit governmental agencies.
\$20.00 per hour	Other non-profit organizations
\$40.00 per hour	For-profit and commercial organizations
\$200.00 per day be	Weddings and parties. This fee includes one showing of the facilities to the prospective lessee. Additional showings can be arranged for \$25.00 each.

A \$50 Compliance Fee is required of all users. This fee will be returned to the lessee after inspection by a Historical Association representative, if no damage or additional cleaning costs are required.

Lease Agreement

The Lessee hereby acknowledges receipt of the Old Library by Lake Afton Rules and Regulations and agrees that the use of the Library will be in full compliance with them.

The Lessee must be present at all times during the event.

The Lessee agrees to clean the Library after use, no later than 11 a.m. of the next day, returning it to a state of cleanliness satisfactory to a representative of the Yardley Historical Association. The Lessee shall have the option of hiring an independent cleaning service of his/her own choice or allowing the Historical Association to arrange for cleaning at the Lessee's expense. Lessee shall be responsible for the removal of trash and all food from the premises

The Lessee further agrees to be fully responsible for any damage that occurs to the Old Library and the property contained therein during the period of rental, regardless of fault, except for reasonable wear and tear. Within 24 hours after use of the Library, a representative of the Association shall inspect the premises and the property contained therein to determine if any damage has occurred. If there are no damages, the Compliance Fee will be returned to the Lessee within seven days.

If damages occur to the Library or the property contained therein, Lessee shall be responsible for the current replacement value or for the replacement of the property to the satisfaction of the Yardley Historical Association.

Lessee holds the Yardley Historical Association harmless for any and all negligence. Lessee must show proof of insurance in order to rent the Library. (Attach a copy of policy cover page and a certificate naming the Yardley Historical Association as additionally insured to this application.)

Name of Lessee: _____

Address: _____

Home Phone: _____ Business Phone: _____

E-mail: _____

Description of Event: _____

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Date and Time of Event: _____

I have read, understand, and will comply with the Old Library by Lake Afton Rules and Regulations.

Signature of Lessee: _____

Date: _____