



Table and Chairs Rental Policy

In keeping with the library's purpose of providing a safe, inclusive, and accessible community-centered library for the residents of West Allegheny, we offer table and chair rentals at a reasonable cost. While providing a service to the community, this policy is designed to protect the equipment so that it remains available for the present and future needs of the library and other community members.

Rental Payment Details

The rental fee is \$1 per chair and \$4 per table. A 50% deposit is required to confirm your reservation, with the remaining 50% due at the time of pick-up. Please note that cancellations will not be refunded, as we may have had to decline other requests in order to hold your reservation.

Returned Check

If a check is returned due to insufficient funds, the Customer agrees to pay an additional \$30.00 fee, which will be applied to the final payment to cover the library's banking costs.

Inclement Weather and Fortuitous Events

In the event of severe weather or unforeseen circumstances, WACL reserves the right to cancel the agreement without any cost to the Customer. WACL will process a refund within 30 days of the cancellation.

Pick-up and Returns

The Customer is responsible for picking up, loading, unloading, and returning all rental items directly to and from WACL on the designated dates specified in the form completed by the Customer. Delivery of rental items is not available. Upon returning the items, the Customer must first check in at the circulation desk and then bring the items to the back of the building.

Customer Responsibility

All tables and chairs must be returned in the same condition as when rented. In the event of damage, an assessment will be conducted to determine repair or replacement costs. The Customer is responsible for any additional costs resulting from damage, except for normal wear and tear. The Customer may not sublease the rented items or use them for

illegal purposes. Additionally, all rental items are used at the Customer's own risk, and the library assumes no responsibility for how the items are used. Borrowers are responsible for reviewing and adhering to all manufacturer recommendations, warnings, and instructions for use.

Customer Acknowledgment

The Customer acknowledges and certifies that they have read and understood the contents of this agreement. They have had sufficient opportunity to seek clarification on any unclear terms and are satisfied with the responses provided by the library representative. By signing this agreement, the Customer agrees to be bound by all the terms and conditions outlined, as well as by the applicable state and federal laws.

Rental Policy Terms and Conditions:

- A daily fine of \$1 per item will be charged for each day that rented items are not returned on time.
- Customers must possess a valid library card that is free of outstanding fees and in good standing.
- Customers must be residents of the community and have WACL designated as their home library.
- Tables and chairs must be returned exclusively to WACL.
- Rented items should be returned clean, intact, and in good condition. Borrowers are responsible for the repair or replacement costs of any lost or damaged library property.
- If rented items are not returned within 30 calendar days of the agreed return date, a full replacement charge will be applied for all missing items.
- Rentals are evaluated on a case-by-case basis at the discretion of the library director and are subject to availability. The library retains priority for usage if needed.
- Customers must complete the rental form and submit it to the library director via email, in person, or through the website form.
- At the library director's discretion, repeat rentals to a customer within a short timeframe may be limited to ensure fair access to rental items for all library patrons.



WESTERN ALLEGHENY
COMMUNITY LIBRARY

Rented From:

Western Allegheny Community Library

181 Bateman Road, Oakdale, PA 15071

Rented To: _____

Address: _____

Phone: _____

	Quantity	Cost per Item	Total
Chairs		\$1.00	
High Top Tables (15 available)		\$4.00	
5 Foot Tables (5 available)		\$4.00	
6 Foot Tables (25 available)		\$4.00	
		Grand Total:	\$

Dates/Times Requested : _____ thru _____

Approved by (library staff): _____ Date: _____

Renter's Signature: _____