

Application and Agreement for Meeting Space Rental

Date of Application	Deposit of \$50.00 is required to secure rental and must be attached to application. <i>(Record day & time of event on events calendar.)</i>			Deposit Check #	
Name of Individual or Group Renting the Room					
Name of Contact or Responsible Party					
Address of Contact or Responsible Party:					
City					
State		Zip			
Phone	Cell		Email Address		
Date of Event	Time of Event Begin:		End:		
Room(s) to be Rented Mark all that Apply	Community Room		Green Space		
Fees: Community Room: \$150.00 (Includes Use of Kitchen); Green Space: \$50.00					
Total Amount of Fees to be Paid			Date Fees Paid		Check #
Equipment Needed: Mark all the apply	Chairs		Microphone		
	Tables		LED Projector		
			Podium		
Key Pick Up					
For Office Use Only: <i>(Library Staff include initials in spaces when issuing or receiving a key)</i>					
Key #	Date Issued	Verify Identification	Date Returned		Deposit Check Returned

COMMUNITY ROOM REGULATIONS:

Library Responsibilities:

1. Library will insure that the Community Room will be clean.
2. The Library has the following furniture and equipment available for use in the meeting rooms upon adequate notice. Chairs, Folding tables, Microphone, Podium, and a Projector. There are 6 rectangle tables, 3 short children's tables, and 6 round tables. The 6 rectangle tables are 8 feet long and seat 8 people comfortably. The 6 round tables also seat 8 people. **The Renter/User are requested to not change the height of any tables within the Community Room Area.** There are at least 125 folding chairs. Library will insure that all equipment and kitchen appliances available for use will be in good working order prior to meeting. If the equipment or appliances are not available, the user will be notified in advance.
3. Library will maintain safety equipment and the building. Library will be responsible for the safe use of the Community Room, Kitchen and Green Space during the time that the library is open. Individuals, Groups or Organizations that use the rooms when the Library is not open will be responsible for the safe use of the Community Room and Kitchen. These include but are not limited to adhering to the fire regulations for occupancy and use of appliances in kitchen. Occupancy for Community Room should not exceed 125 persons.
4. No smoking or alcohol is allowed at any time in the entire Library Building.

User Responsibilities:

1. Only persons 18 years of older may obtain permission to use the Community room. All events for children or young adults must be supervised by an adult over 18 years of age. The adult reserving the room will be responsible for actions of the children or young adults using the room.
2. Permission to use the Community room does not constitute endorsement of the subject matter of the meeting, or the group/organization's beliefs and policies. As a result, publicity of non-library sponsored meetings must in no way imply Library sponsorship.
3. Groups/organizations using the Community room may not use the Library as their mailing address or telephone number.
4. **Nothing may be attached to the walls or ceilings of the Community room.**
5. No group/organization may store equipment or materials in the Library, except on a temporary basis with the Library's approval.
6. The Library is not responsible for the loss or damage to any materials owned or rented by a group/organization meeting in the Library. The library will not be responsible for personal materials or equipment left in the building.
7. The Community room and/or kitchen must be left in a clean and orderly condition. Users must pay the cost for repair of any damage to the facilities.
8. At the conclusion of the meeting or program, the group/organization is responsible for placing the room(s) in the condition existing before the meeting commenced. This includes but is not limited to rearranging or restacking chairs, cleaning tables, washing up dishes, sweeping and removing trash.
9. Food and beverages may be consumed in the Community Room.

10. A Library staff member will check the Community Room and/or Kitchen before and after each scheduled use, and the Library Director will notify in writing or by phone the person who applied to use the room of any violations of the meeting room regulations within five (5) days of the event. The Library Director will also notify the Board of Trustees, which may consider suspending the privilege of using the Community room by that group, organization or individual. The Board of Trustees, after giving proper notification and due process to that group, organization or individual, may suspend their Community room privileges.
11. The library is equipped with an *automated external defibrillator (AED) in the lobby. When the cabinet is opened, emergency services are automatically notified. If there are any **false alarms** during the scheduled private function, the renter will be required to pay a \$100 service charge plus any additional fees incurred by the library as a result of said false alarm.*

Renter Responsibilities:

1. Individuals or Groups using the Community Room or Kitchen are expected to follow all the regulations listed above for all users.
2. Individuals, Groups and organizations that will be using the Community Room for a private or social event will be subject to the rental fee and will be required to complete an application for rental.
3. The meeting space applicant or a designee must be present during the entire event since the renter is the responsible party.
4. Notice to cancel must be given to the Library Director 24 hours in advance of the event. If a 24-hour notice is given the deposit and any other fees paid will be refunded within ten (10) working days, otherwise all funds are forfeit.
5. Event will not be placed on calendar until application is completed and deposit of \$50.00 is paid by check or cash. Deposit check/cash will be returned upon receipt of the key.
6. All rental fees must be paid prior to the rental. The fees will be assessed accordingly:
 - a. Community Room and Kitchen Rental - \$150.00
 - b. Green Space Rental - \$50.00
7. Renter will be given a key to enter building if event is scheduled outside of library open hours. Renter may obtain the key up to 24 hours prior to the event. Key will not be issued unless all rental fees are paid. If renter or designee fails to obtain the key prior to the event, renter will forfeit the event. Failure to return the key will result in forfeiture of deposit plus consideration by the Library Board for suspension of privileges. Appeals to forfeiture of deposit for failure to return key must be submitted in writing to the Library Board for consideration.
8. Events cancelled due to inclement weather will be entitled to reschedule. If no date can be provided or agreed upon by the renter and the library Director, the deposit will be refunded.

I have read and understood the above stated Community room Regulations and agree to abide by the terms set forth by the Tri-Township Public Library District.

Signed: _____ Date: _____

Created on 11/17/2004

Approved: 04/04/2023

Revised: 03/08/2023, 09/06/2024, 12/9/2024